



## The SEED School of Washington, D.C.

### Hybrid Program Operational and Program Plan

Updated 3-20-21

#### **Purpose**

This document describes the operational and program plan for the Hybrid Program that begins on March 21, 2021. The document provides an overview of the program; explains policies and procedures; outlines the program schedule; and describes several of the health and safety protocols we will follow. The plan will be updated periodically and re-published when changes are made. This document is not meant to replace the COVID School Re-Opening Plan, which goes into greater detail regarding COVID-related policies and procedures (e.g. exclusion from school criteria, isolation room procedures, etc.).

#### **What is the Hybrid Program?**

SEED DC's Hybrid Program is designed to provide intensive, in-person structure and support to students who need it most based on engagement and course performance. Although we have provided in-person support since December 2020, we will expand the program to include boarding on March 21, 2021. During the Hybrid Program, students will attend live Zoom classes; work independently on coursework; learn and develop social and emotional competencies; and participate in a range of Student Life programming designed to engage, motivate, and inspire.

#### **Aim Statement**

At least ninety percent of hybrid students will pass all of their classes by the end of the school year.

#### **CHECK-IN TIMES**

SUNDAY CHECK-IN		
GRADE LEVEL	TIME	# OF STUDENTS
9	8:00-8:30 PM	17
10	8:30-9:00 PM	15
11/12	9:00-9:30 PM	11

- Check in/out times will be staggered to reduce contact between students.
- Students that are related may check-in at the same time.
- Students that are going to arrive after 9:30 PM will be required to check-in on Monday morning.

#### **CHECK-IN PROCEDURES:**

1. **Daily Health Screen:** Before arriving on campus, students must complete the Daily Health Screening Form. If the student is not feeling well, experiencing any COVID-related symptoms, or has not social distanced prior to arrival, he or she must remain at home.
2. **Campus Check-In:** Upon arrival to campus, all students must enter through the main lobby where they will be screened using the following procedures:
  - a. Check of Health Form completion

- b. Temperature check
  - c. Attendance/Check-In Documented
  - d. Receive a pass indicating they have been screened and may check-in to the dorms.
3. **Dorm Check-In:** Upon being screened and receiving a pass to the dorms, the student must:
- a. Transition immediately to Brown Hall through the Academic T, the courtyard, and into the dormitory.
  - b. Upon transition to the residence hall the student will place their CHECK-IN Pass in the basket in the lobby; a staff member will be present to greet the student.
  - c. Students will then transition to their designated floor for check-in procedures (e.g. make bed, set up room supplies, etc.). Staff members will be stationed on the floors to monitor students for social distancing and safety protocols.

### **CHECK-OUT TIMES AND PROCEDURES**

- Students will transition from the academic building to the residence hall at 3:00 PM on Tuesday afternoon.
- Students will gather their belongings and check-out from the residence hall between 3:00 PM – 4:30 PM (staggered dismissal).
- Students must remain in their room during check-out until picked up. A staff member will be positioned in the parking lot and will radio a message to staff members in the dorms when students need to come outside for check-out.
- Students that are able to check themselves out must immediately sign out and transition off campus after picking up their belongings.
- When the weather allows, students will be able to use the outdoor spaces, with appropriate social distancing, until they are picked up.

### **PROGRAM SCHEDULES**

#### **SUNDAY**

<b>TIME</b>	<b>9<sup>th</sup></b>	<b>10<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>12<sup>th</sup></b>
8 PM – 8:30 PM	Health Screening/ Check-In			
8:30 PM - 9:00 PM	Pod Meeting/iMotivate	Health Screening/Check-In		
9:00 PM - 9:30 PM	Bathroom/Shower	Pod Meeting/iMotivate	Health Screening/Check-In	Health Screening/Check-In
9:30 PM – 10:00 PM	Quiet House	Bathroom/Shower	Pod Meeting/iMotivate	Pod Meeting/iMotivate
10:00 PM – 10:30 PM	Lights Out (10pm)	Quiet House	Bathroom/Shower	Bathroom/Shower
10:30 PM – 11:00 PM		Lights Out (10:30 PM)	Quiet House	Quiet House
11:00 PM			Lights Out	Lights Out

## MONDAY

TIME	9 <sup>TH</sup> GRADE	10 <sup>TH</sup> GRADE	11 <sup>TH</sup> GRADE	12 <sup>TH</sup> GRADE
7:00 AM – 8:00 AM	Morning Routine	Morning Routine	Morning Routine	Morning Routine
8:00 AM – 8:30 AM	Staggered Transition to Academic Building	Staggered Transition to Academic Building	Staggered Transition to Academic Building	Staggered Transition to Academic Building
8:30 AM – 9:00 AM	Breakfast in Classroom	Breakfast in Classroom	Breakfast in Classroom	Breakfast in Classroom
9:00 AM – 11:55 AM	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction
12:00 PM – 12:30 PM	Lunch in Classroom	Lunch in Classroom	Lunch in Classroom	Lunch in Classroom
12:30 PM – 1:20 PM	Asynchronous Learning	Brain Break	Brain Break	Asynchronous Learning
1:25 PM – 2:10 PM	Brain Break	Asynchronous Learning	Asynchronous Learning	Brain Break
2:15 PM – 3:00 PM	Asynchronous Learning	Asynchronous Learning	Asynchronous Learning	Asynchronous Learning
3:00 PM	Student Life Staff Transitions into Classrooms			
3:00 PM – 4:00 PM	Brain Break, Snack, & SEL Check-In	Brain Break, Snack, & SEL Check-In	Brain Break, Snack, & SEL Check-In	Brain Break, Snack, & SEL Check-In
4:00 PM – 4:45 PM	Virtual Student Life Program	Virtual Student Life Program	Virtual Student Life Program	Virtual Student Life Program
4:45 PM – 5:45 PM	Study Zone	Study Zone	Study Zone	Study Zone
5:45 PM – 6:30 PM	Dinner in Classroom	Dinner in Classroom	Dinner in Classroom	Dinner in Classroom
6:30 PM – 7:30 PM	iMotivate	iMotivate	iMotivate	iMotivate
7:30 PM – 8:00 PM	Recreation and Snack	Recreation and Snack	Recreation and Snack	Recreation and Snack
8:00 PM – 8:30 PM	Staggered Transition to Dorms	Staggered Transition to Dorms	Staggered Transition to Dorms	Staggered Transition to Dorms
8:30 PM – 10:30 PM	Staggered Bathroom/Shower	Staggered Bathroom/Shower	Staggered Bathroom/Shower	Staggered Bathroom/Shower
10:30 PM	Lights Out	Lights Out	Lights Out	Lights Out

## TUESDAY

TIME	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
7:00 AM – 8:00 AM	Morning Routine	Morning Routine	Morning Routine	Morning Routine
8:00 AM – 8:30 AM	Staggered Transition to Academic Building	Staggered Transition to Academic Building	Staggered Transition to Academic Building	Staggered Transition to Academic Building
8:30 AM – 9:00 AM	Breakfast in Classroom	Breakfast in Classroom	Breakfast in Classroom	Breakfast in Classroom
9:00 AM – 11:55 AM	Virtual Instruction	Virtual Instruction	Virtual Instruction	Virtual Instruction
12:00 PM – 12:30 PM	Lunch in Classroom	Lunch in Classroom	Lunch in Classroom	Lunch in Classroom
12:30 PM – 1:20 PM	Asynchronous Learning	Brain Break	Brain Break	Asynchronous Learning
1:25 PM – 2:10 PM	Brain Break	Asynchronous Learning	Asynchronous Learning	Brain Break
2:15 PM – 3:00 PM	Asynchronous Learning	Asynchronous Learning	Asynchronous Learning	Asynchronous Learning
3:00 PM – 3:05 PM	Transition to Residence Hall			
3:05 PM – 3:10 PM	Check Out	Transition to Residence Hall		
3:10 PM - 3:15 PM	Check Out	Check Out	Transition to Residence Hall	Transition to Residence Hall
3:15 PM – 4:30 PM	Check Out	Check Out	Check Out	Check Out

## HEALTH AND SAFETY MEASURES

### Face Coverings

Face coverings are one of the most important tools we have to prevent the spread of COVID-19. All students and staff members will be required to wear a face covering at all times throughout the school day. There are a few exceptions to this rule, which are listed below:

- When eating or drinking;
- When in a dorm room (for students) or office space (for staff) with no other people present;
- When engaged in hygiene practices (e.g. shower, brushing teeth) in the residence hall bathrooms; or
- When outdoors taking an approved mask break with more than 6 feet of distance from others.

Masks will be provided to students and staff members who need them. We will have masks available at check-in and in stock in both the academic building and the residence hall. We encourage everyone to keep at least two masks with you at all times. If you need a mask, please request one from a school administrator.

Over the past few months, we have learned how challenging it is to ensure that everyone, both students and staff members, properly wear masks at all times. We will assign specific staff members the responsibility to monitor students and staff members to make sure that everyone adheres to this essential safety protocol. However, we also ask that all students and staff members take full responsibility to wear your mask properly at all times, and to speak up when you see someone who is not complying with this protocol. Typically, the non-compliant individual does not realize that they are

not in compliance, which is why it is so important for each of us to take responsibility to keep our community safe. Any person who refuses to properly wear a mask will be removed from the hybrid program.

### **Student Cohorts**

Students will be grouped into cohorts of no more than six students. The cohorts will be assigned to a specific classroom and will not inter-mix with other cohorts. This strategy is designed to limit the number of people that both students and staff members come into contact with. If a positive COVID case emerged within our campus, this strategy would ensure that the number of people exposed to the positive case was limited to individuals in the same cohort.

### **Social Distancing**

As mentioned above, we are capping our cohort size at six students initially. We are limiting the number of students both on campus and within cohorts to allow for social distancing at all times throughout the day. By limiting the number of students on campus at one time, we are able to maintain proper social distance in classrooms, in dorms, and in common areas, such as restrooms and the lobby.

### **Single Occupancy in Dorms**

We are assigning only one student per dorm room to maintain proper social distancing and to ensure that students are never with another individual without a mask on.

### **Hand Washing and Sanitizing**

We set up automatic hand sanitizer dispensers in all classrooms and in common spaces throughout the academic building and the residence hall. We encourage students and staff members to wash and/or sanitize their hands frequently and to avoid touching their face at all times. In particular, students and staff should wash their hands when they arrive on campus; when they transition between rooms or activities; before and after eating; before and after touching shared objects, such as door handles; after using the restroom; when returning from outdoors; after coughing or sneezing; and before putting on a face mask.

### **Sharing of Supplies**

Students will not share common school supplies such as pens, pencils, markers, toiletries, clothing, etc. If sharing of any items is necessary, the items must be disinfected between uses.

### **Meals**

Students will eat all meals in their assigned classroom. The meals will be pre-packaged and brought to classrooms on cart. Disposable plates and utensils will be used. The meal times are listed below along with a few other mealtime policies:

- Breakfast: 8:30 AM
- Lunch: 12 PM
- Dinner: 5:45 PM
- **Students will not be permitted to have food delivered to campus at any time.**
- Sharing of food between students is not permitted.
- Students must wash hands before and after eating, and may not share utensils, cups, or plates.

- Desks should be sanitized before and after the meal.

### **Cleaning Routines and Frequency**

The classrooms will be cleaned each night after students and staff members leave for the day. The cleaning procedure will include disinfecting all common surfaces (e.g. door handles, light switches) as well as all desks and chairs. Restrooms will be cleaned hourly. The dorms will be cleaned during the day while student are in their classrooms.

Although we increased the frequency and scope of our cleaning routine, we also need the help of students and staff members to make sure that we keep our school facilities as clean as possible. Here are a few specific responsibilities for students and staff members:

- Academic Staff Members:
  - Before you leave for the day, please clean and disinfect any equipment or materials that you used during the day (e.g. desk, computer, etc.).
- Student Life Staff:
  - Remove items on desks and other furniture in the dorms, including papers, binders, and other personal items so that disinfectants can be applied by the cleaning staff; and
  - If using a shared space (e.g. library or gym), please clean and disinfect any items that were used before leaving the area.
- Students:
  - We need to engage students in the cleaning process as they start and finish activities.
  - We will provide disposable towels and cleaner (or wipes) for students to clean their own desks prior to and after use.
  - Students will receive disposable towels and cleaner (or wipes) to wipe down the spaces in their dorm room and after their time in the bathroom

### **Isolation Procedures for Students or Staff Who Become Sick at School**

Our daily health screen process will prevent students and staff members from entering campus when they are not feeling well. However, if a student or staff member becomes ill while on campus, we will immediately isolate the individual so that they do not come into contact with other students or staff members. We have several isolation spaces designated in both the academic building and the residence halls. Arrangements will be made to get the student or staff member off campus so that they can see a healthcare provider. We will also vacate the classroom or space the student was using and provide a deep cleaning before any individuals are allowed to use the space again.

If a student or staff member becomes ill on campus, he or she should notify a SEED administrator as soon as possible. The administrator will activate the isolation room response and provide direction to all students and staff members who are affected.

### **Student Discipline During Hybrid Program**

We believe that our students are going to excel during the Hybrid Program and that we will not encounter problem behavior. Despite our confidence in our students, however, we need a plan for addressing discipline issues that may arise. Given the serious health and safety implications of operating a school during a pandemic, we are establishing a zero tolerance stance toward student

problem behavior. If a student intentionally does not comply with our health and safety protocols, or if a student engages in any behavior that requires staff intervention, the student will be removed from the Hybrid Program and will return to the fully virtual program.

If a student *unintentionally* fails to comply with staff instructions, program guidelines, or health and safety protocols, the student will be given up to two formal reminders which will be documented by the staff member. On the third such infraction, the student will be temporarily removed from the Hybrid Program and a student/parent meeting with school administrators will be scheduled. During the meeting, the administrator will review the instructions, guidelines, and/or protocols with the student and parent/guardian, discuss the instances when the student did not comply, and develop an agreement about how to proceed. The student may be allowed to return to the Hybrid Program if they agree in writing to comply with all instructions, guidelines, and protocols. Failure to comply again will result in removal from the Hybrid Program for the remainder of the school year or until there is no longer a public health crisis.

Our goal is for all students to continue in our Hybrid Program without disruption. We believe that this is possible for all students. We will provide students with whatever support they need to make a successful transition back to in-person learning and boarding, beginning with the understanding that students have not stayed on campus for a year and will need an opportunity and support to make adjustments to their normal routines.

### **Emergency Contacts for Parents/Guardians**

If there is an emergency or an urgent need to speak with a school administrator, please call the school at (202) 248-7773 between the hours of 8 AM – 8 PM. The person at the front desk will be able to connect you with the appropriate school administrator. If you need to speak with someone outside of these hours, please call Rashida Holman-Jones at (202) 329-8961. If the need is not urgent, you can email the following individuals with questions or concerns about the program.

Curtis Durham, Principal  
[cdurham@seedschooldc.org](mailto:cdurham@seedschooldc.org)

Sherita Wallace-Reid, Director of Student Support Services  
[swallace@seedschooldc.org](mailto:swallace@seedschooldc.org)

LaMar Bagley, Director of Student Life  
[lbagley@seedschooldc.org](mailto:lbagley@seedschooldc.org)