

Dr. Lena Edwards

ACADEMIC CHARTER SCHOOL



FALL 2020

DLEACS Reopening Plan



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1. EXECUTIVE TEAM

Name	Position/ Role			
John Seazholtz	Board Member			
Mr. Garlin	CEO			
James Brewer	Principal	12 months		
Jeffrey Mohr	Vice Principal	12 months		
Karen Sawyer	Security	12 months		
Ms. Shatsky	In Class Support Teacher	10 months		
Mr. Dally	Physical Education Teacher – School Leadership Team (SLT)	10 months		
Ms. Balala	1st Grade Teacher – School Leadership Team (SLT)	10 months		
Ms. Seriosa	3rd Grade Teacher – School Leadership Team (SLT)	10 months		
Ms. Fisher	8th Grade Math, Algebra Teacher – School Leadership Team (SLT)	10 months		
Ms. Gurczeski	Food Coordinator Lead	10 months		
NAME	PARENTS			
Christopher Council	Parent Team. 7th Grade Student			
Chanel Ebon	Parent 3rd Grade Student			
Sharon Santana	Parent Team. Students 3rd, 5th, & 8th			
Nadia Dufort	Parent Students 4th & 6th			

2. PLANNING TEAM

Name	Position/ Role				
James Brewer	Principal	12 months			
Jeffrey Mohr	Vice Principal	12 months			
Ms. Evans	Confidential Secretary	12 months			
Ms. Slack	Administrative Assistant	12 months			
Karen Sawyer	Security	12 months			
Ms. P. West	Grants & Development Coordinator	12 months			
Mr. Garlin	CEO	12 months			
Mr. Shefki	Maintenance Director	12 months			
Ms. Shatsky	In Class Support Teacher	10 months			
Ms. Erdman	4th Grade Math Teacher	10 months			
Ms. Balala	1st Grade Teacher – School Leadership Team (SLT)	10 months			
Ms. Seriosa	3rd Grade Teacher – School Leadership Team (SLT)	10 months			
Ms. Fisher	8th Grade Math, Algebra Teacher – School Leadership Team (SLT)	10 months			
Ms. Wright	Coordinator of Student Life – School Leadership Team (SLT)	10 months			
Mr. Dally	Physical Education Teacher – School Leadership Team (SLT)	10 months			
Ms.G	Cafeteria Manager	10 months			
Mr. Childs	Social Worker – School Leadership Team (SLT)	10 months			
Ms. Bullock	School Counselor – School Leadership Team (SLT)	10 months			
Ms.Garlin	Director of Trinity Child Care	10 months			
Ms. Anton	Teacher's Assistant	10 months			
Ms. Barrow	5th Grade Math and Science Teacher	10 months			
Ms. Morton	4th Grade ELA/Social Studies	10 months			
Ms. Goncalves	In Class Support Teacher	10 months			
Ms. Khanam	3rd Grade Teacher	10 months			

3. FINAL OPTION

Option D is an iteration from NJDOE Reopening Guideline	Option D Half/Half In-Class Instruction w/3ft. social distancing Masks Required Each K – 8 Section gets split in half Each Section receives 2 ½ days remote & In person Instruction Full day schedule 90 Minutes ELA/Math 45 Minutes Specials 40 minute Lunch/Recess SEE DIAGRAM BELOW FOR OPTION D	PPE/Isolation Room Screening Adults Gloves & Mask Students – Optional Library – isolation – in sections Daily screenings 100.4+F sent home Screeners TBD	Breakfast/Lunch Grab/Go – In class or 54 max in Cafe at 6ft intervals Stagger Breakfast/Lunch	Before/Aftercare/Entrance & Egress Yes – 54 Max in café with appropriate coverage Coordinate entry/egress Staggered dismissals from Theatre for K – 3 Courtyard side	ALL SPACES UTILIZED Need Additional Teachers Outdoor Class/Maher/Gym & Theater Stage – Theater Stage – Weather permitting – outdoor class Gym –TBM Maher Conf. Rm. 6 cap Stage 6 cap
Option D Sections	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	In – Person	Remote	In – Person	Remote	Remote
Cohort B	Remote	In – person	Remote	In – Person	Remote

4. MEDICAL SAFETY/ CONTACT TRACING

- Medically fragile – checked every hour
- Students/staff exhibiting COVID19 symptoms isolated & sent home
- Return after 24 hours after fever breaks and/or isolation period is successfully completed
- School district must work with local department of health after learning of positive COVID-19 test for student, staff, visitor
- Need to develop a contact tracing policy in consultation with local department of health, school nurses and school physician
- School safety specialists have free access to Johns Hopkins 3-hour contact tracing course and receive credit towards required training: <https://coronavirus.jhu.edu/contact-tracing>

5. COVID19 ENTRY POLICY/ PICK UP/ DROP OFF PROCEDURES

- If COVID 19 symptoms are apparent you will be required to go home. (Staff and Students
- Screenings in the Lobby and Ocean Avenue Gate – including COVID19 questions
- K-2 In the Lobby.
- Grades 3-5 are lined up on the Ocean Avenue Gate.
- Grades 6-8 enter into the Gym on Ocean Avenue.
- Attendance, grab and go breakfast, screening, and transition until 8:45am

6. INSTRUCTION/ TECHNOLOGY

- Screenings in the Lobby, Courtyard and Gym – including COVID19 questions
- Library Isolation room
- Breakfast/Lunch Grab & Go all students eat in classrooms
- Desk Separators for all desks with transparent middle partition
- 90 minutes ELA/Math
- Rotate specials – Teachers come to classes
- Stagger Lunch/Recess
- Virtual options for all parents
- Teacher Assistants assigned to classrooms & work with remote learners to reinforce direct learning & build skills
- Students With Disabilities (SWD) option to attend daily
- Sibling preference to attend same cohort if different
- Medically fragile – Nurse will check Medically Fragile students every hour
- Instruction focus on Major standards; Use of Teach Like A Champion (TLACS2.0) Techniques
- Teach/Test & Reteach/Retest Assessment Model; (4) Formative Assessments
- Parent Pick-ups for K-3 in cafeteria (must be less than 54 students)
- Devices for all including hotspots and/or internet access
- Sanitation schedules posted
- Signage in key locations
- Hand sanitizer stations or individual sanitation kits for students – masks/gloves & approved hand sanitizer
- Students/staff exhibiting COVID19 symptoms isolated & sent home
- Return after 24 hours after fever breaks and/or isolation period is successfully completed

Parent Technology Survey

- Devices for all including hotspots and/or internet access
- Hot spots Verizon wireless will be the service provider. The costs are \$39.99 for each month with \$2,519.37 being the monthly charge for the initial 63 families. (This number is identified based on original stats and need)
 - The technology survey results: 42 families completed the survey.
 - 50% or more share a device with one person. A close second state two persons share a device (21%).
 - -3 families state that have no device; only a phone.
 - -32 of 42 (76%) work on tablets
 - - 31% of the devices are 1-2 years old, followed by 19% of devices being new, and third: 16% are 5 years or older.
 - - 36 of 41 (88%) have unlimited internet, the remaining 5 families state they have either limited from companies(2) no internet (3- which would match having no device)

7. MAINTENANCE/ PERSONAL PROTECTION EQUIPMENT (PPE)

Personal Protective Equipment (PPE)

1. No-Contact Thermometers (10)
2. Non-latex gloves. Sizes small, medium and large
3. Hand sanitizer stations and individual bottles (6 stations 2 per floor)
4. Recommendations on filtrations & other operations.
5. Masks(children and Adult mask) First month 800.
6. Water cups
7. Desk shields (450)
8. Scrubs
9. Plastic baggies for supplies
10. Gallon size plastic bags
11. Safety shields for Administrative Assistants
12. Cleaning Solution
13. Electro-static Gun (4)
14. Cones
15. Barriers
16. Signage, traffic flow, schematic to be provided by PS & S
17. Proposed water filtration system

Reopening Timeline

- 7/27 – meet with Mr. Weston 1PM/ Meet with school planning team 4pm
- 7/31- Executive Plan meeting
- 8/3- 8/5 – Executive Board meeting and Submission to County
- 8/4 – 8/30 – Order PPE
- 9/1 – Staff Return
- 9/3 – Students return virtual review & reinforce procedures, schedules

APPENDIX

Teachers and Staff/Schedules/Logistics

- All staff are required to be in the building as of September 1st, Monday – Thursday.
- All students and teachers/staff will be virtual every Friday, Custodial staff will use this time to thoroughly sanitize the building.
- Staff meetings will be held virtually every Friday from 1:30pm to 3:30pm.
- Each homeroom will be split into 2 cohorts, A and B. Each cohort will receive in – person instruction on different days to minimize the number of students in each classroom at the same time. Ideally 11 students in each cohort, per homeroom.
- Students will be on an A/B Hybrid instructional schedule.
- Cohort A will be in person Monday and Wednesday, these students will be virtual Tuesday, Thursday and Friday.
- Cohort B will be in person Tuesday and Thursday, these students will be virtual Monday, Wednesday and Friday.
- The student in person hours will be from 8am- 1:45 pm Monday-Thursday.
- All students will be remote every Friday.
- Grades K-2 only: Cohort A and B will be in the building on 9/3 & 9/4 for initial Orientation.
- Grades 3-5 only: Cohort A and B will be in the building on 9/8 & 9/9 for initial Orientation.
- Grades 6-8 only: Cohort A and B will be in the building on 9/10 & 9/11 for initial Orientation
- Our A/B schedule for the entire school will begin on Monday, September 14th. All clusters start the full A/B schedule. (virtual and in-person learning)

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Reopening Plan

FYI's

- Grab/Go Breakfast/Lunch
- All Staff report 9/1.
- Propose all security personnel will be on campus from 7am-6pm beginning on 9/14.
 - Option A- All security officers will work from 7am-6pm. (additional 3 hours for each officer, 9 hours a day, and 36 hours week.)
 - Option B- Hire another security officer . (Full-time/Part-time to be determined)
- Grades K – 2 will enter through the Front doors
- Grades 3 – 5 will enter through the Ocean Avenue Gate
- Grades 6 – 8 will enter through the Ocean Avenue gym doors.
- All students – can choose remote options
- Before-Care and After-Care will begin on 9/14 with a capacity of 54 students (capacity of Cafeteria). 7:15AM – 8AM & 1:45PM – 5 or 6PM
- All students supplied with Chrome Book and Hotspot (When warranted)
- Visits by Appointment Only, unless called to pick up sick child
- No child/Adult permitted in buildings if temperature is above 100.4F
- DLEACS Maintenance REQUIRED to wear DIFFERENT Scrubs/suits if entering Trinity; MUST CHANGE BACK INTO DLEACS Scrubs/suits
- All adults required to wear masks/gloves.
- All reasonable accommodations need to be made for all students and staff.
- K – 5 – rotate recess; recess outdoors to the extent possible
- Recess procedures – hand sanitizer (60% - non – wood alcohol)/bathroom run
- Staggered dismissal – K – 3 – 1:15pm – 1:30PM; 4th – 8th grade – 1:30PM – 1:45PM
- Sibling pickup will be at 1:15pm. K-3 students will line up in the hallway outside of their classroom to be signed out by their sibling.
- Administrative Assistants/Ms. Wright – check online & in person attendance daily

FYI's Continued

- ***Use of Hover Cams & Adobe - TAs assigned to class help students online
- ***Specialist post a daily activities which incorporate writing as an exit ticket
- ***How do we use hover cam for PE
- Lunch Duty – Mr. Dally/Specialists
- ***Teachers/Specialist/TAs
- ***Nurse Elizabeth Schedule TBD – 5 Hours per week or a maximum of 30 hours per month – suggestion – track contact tracing
- Additional Social Worker- 3 hours per day, 4 days per week (Monday-Thursday)
- Report any positive cases to County, notify parents, contact JCDOH
- Administrative Assistants to develop a weekly staff/student, attendance, screening, behaviors, visitors, collect crisis team data to present to administration & Mr. Garlin
- Crisis Team to continue with scheduled assistance that was employed during 2019/2020 COVID19 Closure
- Emergency drills Run 2X per month 1 for each Cohort
- Dismissal posts same as arrivals
- All staff need safety vests- (50)
- All staff need radios/headphones (30 additional radios and 30 headphones)
- Monitor in administration office needs to be repaired
- ***Contact NJ Solutions to link hover cams to security monitors
- Each student gets a “PPE baggie” with wipes, mask & school supplies
- Broiler – sized bags or envelopes at front desk for parents dropping off paperwork
- Parents that “swipe” – temperature check by security at front door. Two more long phone cards.
- Library – isolation room
- Water stations required on all floors

Specials

- Dally - PE
- Depeine - Computers
- Howard – Art
- Lee – STEM
- Anton – Spanish
- Mr. P – Music

Social Emotional Learning – (SEL)

- SEL – Peek – A – Pak – Teacher Assistants
- Character Education – Teacher Assistants
- Counseling – Schedule Times for In – Person/Remote Group Counseling

Sanitation Schedule –

- Restrooms every hour on the hour.
- Railings/door knobs and high traffic areas every hour on the hour and as needed.
- Cafeteria cleaned after every lunch.

Schedules

- Bathrooms 2X in the AM/2X in the PM
- All classes keep Bathroom/Nurse Logbook
- Bathroom Sanitation Schedule – must be posted
- Specials – 30 Minutes
- Math/ELA – 90 Minutes
- SS/Science – 45 Minutes every other day or rotate by week
- ***Contact Tracing Per Required Needs (PRN) – Ask COVID19 Questions - Wednesdays; other times “tracing” upon visual observation

Schedules Continued

- All staff on Post by 7:45PM – locations Ocean Ave Gate, Stairwells, Front stairs, Security desk, Bramhall Sidewalk, Courtyard.
- Everyone on their assigned post daily. (arrival/dismissal)
- Nurse in Theatre and/or Library for Isolation cases & secondary screening
- Teachers check their own temperature

Instructional Expectations

- All instruction will begin in September with previous grade level Unit 4 Standards for the first 6 weeks in Mathematics and ELA.
- Teachers will spiral previously taught concepts/standards into daily lessons to ensure mastery. This can be done using Do Now's, through differentiation of instruction, homework or use of the I-Ready platform based on student mastery level.
- When students are in the building,(two days per week based on their Cohort) teachers will concentrate on the direct instruction and guided practice portion of the lesson(I Do and We Do). This will allow teachers to work with students in small groups to help fill any learning gaps that exist.
- Students will complete the Independent Practice portion of the lesson when they are remote. Students can ask the teacher questions using the CLASSDOJO platform or by email.
- Students will still be administered 4 Interim Assessments during the school year.
- These assessments will be based on the standards that will be taught including previous grade level standards that have not been mastered.
- Data analysis will continue to take place after each interim assessment, our reteach week will continue to be in place the week after each assessment.
- Linkit! Form A (September) and Form C (June 2021) will also be administered. Form A should give staff information about student learning gaps that students currently have.
- PD is needed for teachers to utilize the hover cams in the classroom to increase student achievement.

COVID 19 Screening Questions

- 1) Have you been within 6 feet of a person with a lab-confirmed case of COVID-19 for at least 5 minutes, or had direct contact with their mucus or saliva, in the past 14 days?

Yes/ No

- 2) In the last 48 hours, have you had any of the following NEW symptoms? Check all that apply.

- Fever of 100 F (37.8 C) or above, or possible fever symptoms like alternating chills and sweating
- Cough
- Trouble breathing, shortness of breath or severe wheezing
- Chills or repeated shaking with chills
- Muscle aches
- Sore throat
- Loss of smell or taste, or a change in taste
- Nausea, vomiting or diarrhea
- Headache
- None of the above

- 3) Has a public health official advised you to get tested for COVID-19?

Yes/No

- 4) Are you experiencing any of the following?

- severe difficulty breathing (e.g., struggling for each breath, speaking in single words)
- severe chest pain
- having a very hard time waking up
- feeling confused
- lost consciousness

- 5) In the past 10 days, have you experienced any of the following:**

- fever
- new onset of cough or worsening of chronic cough
- new or worsening shortness of breath
- new or worsening difficulty breathing
- sore throat
- runny nose

- 6) Do you have any of the following?**

- chills

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Reopening Plan

- painful swallowing
- stuffy nose
- headache
- muscle or joint ache
- feeling unwell, fatigue or severe exhaustion
- nausea, vomiting, diarrhea or unexplained loss of appetite
- loss of sense of smell or taste
- conjunctivitis (pink eye)

7) In the past 14 days, did you return from any of the following states (Alabama (added 6/24/20), Arkansas (added 6/24/20), Arizona (added 6/24/20), California (added 6/30/20), Florida (added 6/24/20), Georgia (added 6/30/20), Iowa (added 6/30/20), Idaho (added 6/30/20), Kansas (added 7/7/20), Louisiana (added 6/30/20), Minnesota (added 7/14/20), Mississippi (added 6/30/20), North Carolina (added 6/24/20), Nevada (added 6/30/20), New Mexico (added 7/14/20), Ohio (added 7/14/20), Oklahoma (added 7/7/20), South Carolina (added 6/24/20), Tennessee (added 6/30/20), Texas (added 6/24/20), Utah (added 6/24/20), Wisconsin (added 7/14/20), or did you have close contact with someone who is confirmed as having COVID-19?

YES / NO

Take steps to protect yourself and others.

- **Practice physical distancing. This is not the same as self-isolation. You do not need to remain indoors, but you do need to avoid being in close contact with people.**
- **Practice good hygiene: wash hands often, cover coughs and sneezes, and avoid touching your face.**
- **Monitor for COVID-19 symptoms: fever, cough, shortness of breath, sore throat or runny nose.**
- **If you do develop any COVID-19 symptoms, stay home and take this self-assessment again.**

Parent/ Visitor Screening

Name (please print) _____

Personal Email_____

Home Country _____

Country/Location when filling out this form.

Street Address_____

Street Address Line 2_____

City State / Province_____

Postal / Zip Code_____

Have you or anyone in household been to one of the COVID-19 affected states in the last 14 days? *(Alabama (added 6/24/20), Arkansas (added 6/24/20), Arizona (added 6/24/20), California (added 6/30/20), Florida (added 6/24/20), Georgia (added 6/30/20), Iowa (added 6/30/20), Idaho (added 6/30/20), Kansas (added 7/7/20), Louisiana (added 6/30/20), Minnesota (added 7/14/20), Mississippi (added 6/30/20), North Carolina (added 6/24/20), Nevada (added 6/30/20), New Mexico (added 7/14/20), Ohio (added 7/14/20), Oklahoma (added 7/7/20), South Carolina (added 6/24/20), Tennessee (added 6/30/20), Texas (added 6/24/20), Utah (added 6/24/20), Wisconsin (added 7/14/20),*

Yes/ No

Have you been in close contact with a confirmed case of coronavirus?

Yes/ No

Are you currently experiencing symptoms (cough, shortness of breath? fever)

Yes /No

Emergency Contact Name_____

Emergency Contact Phone_____

By submitting I hereby confirm that the information I have given above is true, and that I will comply with the terms and conditions outlined above.

Signature _____

Learning options for Hybrid Learning
2020-2021 School Year



Address: 509 Bramhall Avenue, Jersey City, NJ 07304. Phone: 201.433.5300

Student's Last Name _____ First Name _____
Grade _____

Learning Options
2020-2021 School Year

Greetings Families:

In anticipation for next year and enrolling more students to Dr. Lena Edwards Academic Charter School, we would like to know if your child will be returning to in-person learning in September 2020. Please note that this is effective September 4, 2020 until December 23, 2020. Any changes will not be made without a four-week notice. Please understand that given the COVID-19 Pandemic procedures, we may be required to go 100% virtual.

Please check ONE BELOW:

_____ My child will be returning for HYBRID LEARNING (remote and in-person learning) for the 2020-2021 School Year

_____ My child will return for REMOTE learning ONLY for the 2020-2021 School year.

Parent's or Legal Guardian's Signature

Date

Maintenance Tasks to be Completed by 9/1/2020

- Desks need to be positioned 6 feet apart in all classrooms
- Theatre stage needs to be taped/staged for classroom Maher Building Conference Room Needs to be taped & staged
- Hallways need to be taped down the middle of the hallway
- Radiators need to be covered, starting with K – 2
- K – tables need to be removed and replaced with desks removed from other classrooms
- K –desk height needs to be adjusted
- Cafeteria tables/floor need to be taped for social distancing
- All extra chairs moved to rear of cafeteria
- Computer lab must be cleaned & taped
- Gym needs to be partitioned
- Library needs to be petitioned as an isolation room or a classroom
- Signage needs to be made for entrance/egress
- Safety glass – already order for Security desk
- Water distribution plan must be in place