

# Restart and Recovery Plan

## ENGLEWOOD ON THE PALISADES CHARTER SCHOOL

July 30, 2020

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Mr. Anthony Barckett, Director

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Welcome Parents and Guardians:

Before we begin to speak about our new school year, we would like to take this opportunity to once again thank our parents, students, teachers, staff and Board Members for the wonderful support that was shown by all stakeholders as we worked hard to adjust to an unfamiliar learning environment last school year.

As we prepare for the upcoming school year, we have learned from our prior experience that the uncertainty and insecurity of the past months has impacted every aspect of our lives, including the area of education.

This plan to reopen our school is being developed with the understanding that flexibility and the health and safety of our students and staff will remain our first priority.

As you are aware, the Department of Education has mandated that we provide in-person instruction in addition to remote learning in September, 2020. In doing so, our Restart and Recovery Committee has worked hard to provide a reopening plan that addresses the required areas listed in the NJDOE document “The Road Back, Restart and Recovery Plan for Education”.

Because of the limited space in our classrooms and overall building, we will be implementing a hybrid school schedule that will allow 50% percent of our student population to receive in person instruction while the other 50% of our students are learning remotely at home. Students will be divided into two cohorts for instruction. Students will be notified by mail as to their assigned cohort. Every effort will be made to put siblings into the same cohort if possible.

As you are aware, our governor has permitted parents to opt their child into full time remote classes. This means that your child will not attend in person instruction at the school and will learn remotely from home. If you are interested in this model, please contact the Administrative Office for further instructions.

We are presently waiting for approval of our complete Restart and Recovery Plan that was sent to the New Jersey Department of Education (NJDOE).

This document is a summary of our Restart and Recovery Plan that was sent to NJDOE.

“The district Reopening Plan is an ongoing process and subject to change as directed by the New Jersey Department of Education or as dictate by changing circumstances of the COVID-19 pandemic”.

As we start a new school year, the health and safety of our students and staff will continue to be our priority. We have learned that we must be flexible, as we continue working within the parameters of our “new normal”. We will do our best to provide all of our students a quality education that they deserve.

Sincerely,

Mr. Anthony Barckett  
Director

Dr. Shirl Burns  
Principal

## INTRODUCTION

The information in this document outlines the reopening of Englewood on the Palisades Charter School for the 2020-2021 school year. Following the guidelines put forth by the Centers for Disease Control (CDC), and suggestions from the New Jersey Department of Education and the office of the governor, our plan is presented in four key areas: *Conditions for Learning, Leadership and Planning, Policy and Funding, and Continuity of Learning*. It is our goal to provide rigorous and relevant instruction, based on the New Jersey Student Learning Standards, all while providing a safe and healthy environment for our students.

EPCS will begin the school year with the understanding that our students are in need of academic support, interventions, and social emotional learning as we navigate through the 2020-2021 school year.

## CONDITIONS FOR LEARNING

The following section will outline the conditions for learning for both the students’ and staff’s basic safety needs. Our intention is to create a learning environment for all that addresses emotional and environmental factors to ensure all learners can achieve academic success and effective and efficient instruction.

### **General Health and Safety Guidelines**

In order to comply with the CDC guidelines, and ensure the health and well being of our teachers, staff, students, and their families, all persons will adhere to the following guidelines:

- Temperatures will be checked upon arrival by designated staff members before entering the school building. This includes students, teachers, and all staff members entering the building.
- Those who exhibit temperatures of 100.4° or more will be sent home immediately, and COVID-19 testing will be required in order to be allowed to return to school.

- Frequently washing hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Practice good respiratory etiquette, including covering coughs and sneezes with a tissue or by coughing or sneezing into the inner elbow.
- Practice social distancing at all times.
- Wearing of face covering by students, teachers, staff and visitors at all times.
- Avoid close contact with people who are sick.
- Stay home if sick - Mandatory 14 day quarantine if tested positive for COVID-19. Contact tracing will be implemented. The school will be closed for disinfecting.
- Clean and disinfect frequently touched surfaces during and after contact use. This includes tables, counters, doorknobs, light switches, handles, desks, keyboards, toilets, faucets, sinks and telephones.
- The sharing of materials, supplies, devices, notebooks and textbooks will not be permitted.
- Meetings with parents will be held remotely when possible.
- EPCS will make every effort to communicate via phone, email, and Zoom as much as possible to discourage visitation to our building. Visitors will not be allowed into the building without a previously scheduled appointment. All visitors must wear a face covering and temperatures will be checked prior to being admitted into the school.
- Recognize personal risk factors. According to the U.S. Centers for Disease Control and Prevention (CDC), certain people, including older adults and those with underlying diseases such as heart, lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.
- Students will be encouraged to bring their own water bottles.
- Bathrooms will be monitored for student use. Limited number of students will be allowed in the bathroom at one time.
- A Pandemic Response team has been established to help administer school safety guidelines. See section titled, “School Based Pandemic Response Team”.
- Communication will continue to be maintained with local and state authorities to determine mitigation levels in the community.
- To accommodate students and staff identified as having a higher risk for severe illness from COVID-19, including older adults and individuals with disabilities or serious underlying medical conditions, allowances will be made for teaching and learning remotely.

### **Classrooms, Testing, and Therapy Rooms**

- When social distancing is difficult or impossible, face coverings are required for students, and face coverings are always required for visitors and staff unless it will inhibit the individual’s health. It is necessary to acknowledge that enforcing the use

of face coverings may be impractical for young children or individuals with disabilities or health issues.

- In a classroom and/or testing setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, face coverings can be removed while students are seated at desks but should be worn when moving about the classroom. Teachers may use privacy screens if available.
- All instructional and non-instructional rooms in the school will comply with social distancing standards to the maximum extent practicable.
- Use of shared objects will be limited. Each student will have their own labeled bag (toolkit) of manipulative for activities. Students will also have their own personal chromebooks/tablets for personal use.

Our school will ensure that our indoor facilities have adequate ventilation, including operational heating, and ventilation systems where appropriate.

- Recirculated air must have a fresh air component.
- Open windows if A/C is not provided.
- Filter(s) for A/C units must be maintained and changed according to manufacturer recommendations.
- Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol):
  - In each classroom (for staff and older children who can safely use hand sanitizer). Classroom hand sanitation stations will be located at the classroom entrance.
  - At entrances and exits of buildings
- Children ages 5 and younger will be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol).
- Students will wash hands for at least 20 seconds at regular intervals, after using the bathroom, and after blowing their nose/coughing/sneezing if necessary.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.
- Student desks and materials shall be cleaned with sanitizing wipes or cleaner halfway through the instructional day.
- A designated space will be provided for Child Study Team testing and meetings.
- Guidelines will also be followed for small group instruction pull out, Counseling and Speech.
- Protected barriers for main office, academic areas for small group instruction pull out, Counseling and Speech.
- Other instructional and non-instructional rooms will comply with social distancing standards to the greatest extent possible.

## **Transportation**

Englewood on the Palisades Charter School does not provide transportation at this time.

We will be coordinating with the private transportation vans and the Englewood Public School transportation providers that are used by our parents to ensure that they are following CDC cleaning guidelines and social distancing.

## **Student Flow, Entry, Exit, Common Areas**

### Student Flow

- Hallways will be divided in half with tape and directional arrows will be placed on the floor to direct traffic flow.
- Posters will be placed on walls reminding students to stay 6 feet apart.
- On the stairs, students will be directed to stay to the right.
- Teachers will monitor students' gatherings in the hallways and classrooms.
- Middle School students will not be allowed to have access to their lockers for the 2020-2021 school year.
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### Bathroom Procedure

- A designated person will always sit outside each bathroom to monitor the amount of students in the bathroom at a time; a male designated person outside the male's bathroom and a female designated person outside the female's bathroom.
- Only 2 students will be allowed in the bathroom at a time
- A bathroom sign out sheet will be in every classroom.
- Students waiting for the bathroom will wait in a line 6 feet apart and stand on markers.
- Only 2 stalls/sink will be open and they will be labeled.
- Custodian will clean the bathrooms every hour
- Signs will be posted in the bathroom about hand washing procedures.
- Daily checklist will be provided for custodial staff.

### Nurse's Office

- The nurse will be set up in the office next to the stage.
- Students in isolation will be set up on the stage with the curtains closed.
- More beds will be purchased for sick students (non-COVID).
- Privacy shields will be placed between the beds.
- Beds will be 6 feet apart.
- If a parent needs to pick up a sick student, they will stay outside the front door. A designated person will have them sign the student out of school and the nurse will be notified that the student can be released.

### Teachers' Room

- Three teachers at a time will be allowed in the Teacher's Room.
- A sign up sheet will be available to use the copy machines; wipes and gloves will be available.
- Teachers will wipe down the microwave or refrigerator after every use or wear gloves.

### Arrival Procedure

- A security guard will stand at the drive-in entrance between the church and the rectory on West Demarest Avenue. Only staff members will be allowed to enter at this entrance. The security guard will take the staff members' temperature before staff gets out of the car. Staff members will have an EPCS decal displayed in their windshield to easily identify them as staff members.
- Student drop-off will begin at 8:00 am.
- Parent cars will enter on West Demarest Avenue by the field/gate and stay in a single file line. They will drive down towards the Office of Concern/food pantry, turn right and drive down through the parking lot parallel to Demott Street, to the school parking lot. They will then turn right at the stop sign and drive up to the front door of the school. There will be 4 staff members taking temperatures while children remain in the car. If students do not have a fever, they may exit the car and enter the building. Students will then proceed directly to their classroom. Parents will circle back around the parking lot to exit through the Demott Street exit.
- Students with a temperature of 100.4° or greater will not be allowed to enter the building, and will be required to present a doctor's note in order to return to school.
- Students who walk to school, or ride the bus or van will enter the building through the gym entrance on West Demarest Avenue. There will be two staff members there to take temperatures.
- The three security guards will be in charge of directing traffic.
- See Appendix, Image 1
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### Dismissal Procedure

- Grab and go bagged lunches will be delivered to the classrooms by 11:15am.
- Dismissal will take place from 12:00 pm - 12:15 pm.
- Students not picked up by 12:15 pm will wait in the gym. A designated staff member will remain in the gym to supervise students until they are all picked up.

#### *Elementary School Dismissal Procedure*

- Each class will proceed to the gym at a scheduled time to reduce the amount of students in the hallway during dismissal.
- Classes will dismiss from the gym.
- Students will stand on socially distant decals to ensure that they are 6 feet apart.
- Parents will line up at the door, on socially distant decals, and tell security guards their child's name and teacher's name. The security guard will then say the name on the walkie talkie and the teacher will release the child. Parents/caregivers will be required to wear masks at all times.
- A security guard will remain in the hallways to maintain social distance of students being released.

#### *Middle School Dismissal Procedure*

- Middle school classes will dismiss from the courtyard side of the school.
- Parents will line up at the gate in the parking lot by Demott Street, on socially distant decals, and tell the security guard the child's name and teacher's name. The security guard will then say the name on the walkie talkie and the teacher will release the child. Parents/caregivers will be required to wear masks at all times.
- Students who walk or take the bus or van will be dismissed from the courtyard.

#### *Inclement weather.*

- In the case of inclement weather, parents will line up at the front door of the building. Students will be dismissed from their classroom with communication from the main office when parents are present.
- One staff member will be outside to walkie-talkie to the main office so they can call down using the P.A. for pick-up.
- Any students who walk or take the bus / van will follow the same procedures.

### **Screening, PPE, and Response to Students and Staff Presenting Symptoms**

#### Screening

- The students and staff will have their temperature checked in the car upon arriving at the school. Any staff member or students that present a temperature of 100.4 ° will be sent home. The parents will not be allowed to



leave until their child is cleared by the staff member that is checking their temperature.

- Students will be assigned to designated areas/doors for temperature checks.
- No parents will be allowed in the building. If necessary; temperature check will be taken and face covering must be worn.
- Quick questioning: Do you have symptoms? Fever, coughs, shortness of breath. Have you been with anyone who has COVID 19? Have you traveled?
- Questionnaires will be sent to each parent and staff for symptoms of and history of exposure to COVID-19 and approximate date when symptoms or exposure took place.
- A face covering and temperature check will be required for all individuals entering the building. The school delegate will measure students' and employees' temperatures and assess symptoms prior to entering the school facilities. If a student or staff present with symptoms or temperature of 100.4° or more, he/she will be sent home immediately. Parents will not be allowed to leave until their child is cleared by the staff member that is checking the temperature.
- Students will hand sanitize prior to the entering school building and frequent hand washing will be encouraged. Hand Sanitizers will be made available at the entrances of classrooms and offices.
- If staff members do not have a fever or symptoms of COVID-19, they should continue to self-monitor. Students without symptoms must be monitored by the school nurse and by parents while the student is at home. Parents will be informed not to send their children to school if they are sick or have a temperature of 100.4° or more. Staff are expected to stay home if they are sick or have a temperature of 100.4° or more. Students and staff must return with a note clearing them to return to school.

#### PPE

- The school will provide disinfectant products such as wipes, hand sanitizer, and disinfectant spray for every classroom. Face masks will be provided for students who have lost or contaminated their face mask.

#### **Response to Students and Staff Presenting Symptoms**

- Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others (isolation room on stage).
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
- Nurse will inform parents about testing, self-quarantine and if positive, 14 day quarantine.

- Illnesses other than COVID-19-student can return back to school when they are fever free, without medication for 48 hours. All returning students must have a doctor's note to be permitted back to school.
- If a student is presented with symptoms of COVID-19, he/she will be quarantined in a designated area pre-approved by administration. A staff member will be sent home immediately to be self-quarantined. The student's parent/guardian will be contacted, and the student will be picked up by an authorized adult.
- Isolation Room(s) will be strictly monitored. Parents picking up their ill child will wait outside of the school's facility and the child will be escorted from the isolation room to the authorized adult outside. A carefully monitored system will be activated.
- Surfaces in their workspace will be cleaned and disinfected. Other individuals at school with close contact, within 6 feet for over 10 minutes of the ill employee or student, will be considered exposed and will be required to self-quarantine, as per the Englewood Health Department.
- If a student, staff member or anyone who has spent time in our facility tests positive for COVID-19, the Englewood Health Department, the Board of Trustees along with staff and families will be notified, while maintaining confidentiality of the individual affected.
- Social distancing practices will be implemented within the facility to ensure the health and safety of all students and staff. Face covering must be worn when social distancing is difficult or impossible and will be required for all visitors entering the building.

Offices, desks, doorknobs, bathroom, phones, keyboards, chair handles, common areas, shared electronic equipment and other devices and surfaces will be cleaned and disinfected routinely. Students must sanitize their hands prior to entering the classroom.

Students and staff must engage in health-promoting behaviors that prevent illness such as:

- Wash hands multiple times a day for at least 20 seconds
- Do not share food or drinks
- Do not share headsets, stationary or any objects used near face
- Reduce/eliminate physical contact
- Do not congregate in the teacher's room, lunch room or other crowded places
- Students and staff members will be encouraged to eat a balance diet, get enough sleep and exercise regularly to help them develop strong immune systems capable of fighting illness

Employees, students, visitors and parents will be notified that they must not come to the school if they have flu-like symptoms. Families will be required to keep sick children home. Families and staff members must inform the school if a student or staff member is absent due

to illness so as to be able to track symptoms. If a child or staff member is diagnosed with COVID-19, the school must be informed immediately. Any student or staff member that was in close contact with the student or staff member must be quarantined for 14 days. The School Nurse will regularly review temperature logs, follow-up on sick calls, student absences, hospitalizations, staff absences and/or deaths. The school will also provide parents with information regarding COVID-19 symptoms via email, as well as on our school's website. Protocols will be in place where that information will be forwarded to the school nurse.

### **Contact Tracing**

The EPCS nurse and administration have been in partnership with the Englewood Board of Health to guide us in the development of policies and procedures pertaining to Contact Tracing. See the section titled, "Response to Students and Staff Presenting Symptoms" for an outline of our policy.

### **Facilities Cleaning Practices**

- Hand sanitizing stations will be provided for students upon entering the building and will be placed in each classroom, office and designated area throughout the building.
- Teachers will wipe down desks and chairs, disinfect door handles, and other frequently used materials in the classroom.
- The custodial staff will be responsible for deep cleaning of classrooms once the students leave the building.
- The Food Service Company that provides meals for the students will be responsible for cleaning the kitchen area.
- Student and staff bathrooms will be cleaned every hour during school hours.
- Handrails, door handles, and push plates will be disinfected every hour.
- There will be a daily cleaning checklist to be completed by the custodial staff.
- Staff will be provided with disposable wipes so that common areas can be wiped before each use which includes: tabletops, desks and classroom furniture, keyboards and tablets.
- Cleaning and disinfecting products will be stored away from students.
- Cleaning and disinfecting school building after a person has been identified as COVID-19 positive may require the school to implement short-term closure. Close off area used by the sick person for 24 hours before cleaning and disinfecting.
- Social Distancing signs will be placed in the hallways.
- The EPCS custodial staff will routinely implement a deep cleaning protocol for the disinfecting of bathrooms, frequently touched objects, surfaces, handrails, door knobs, and any other areas of concern. All cleaners are EPA-registered disinfectants. Our school-wide sanitation was conducted by the Steri Tech Company. An additional

sanitizer boost will be performed by this company prior to the reopening of the school.

### **Meals Guidelines**

- The Food Service Company will prepare and package all meals on the premises while ensuring the safety of children with food allergies.
- Students will receive a bagged breakfast and lunch every day provided by the Food Service Company.
- Bagged meals will be provided every day for students to grab and go or curbside pick up.
- Students will not be permitted to bring outside food in the building.

### **Social-Emotional Learning (SEL) and School Climate and Culture**

The NJDOE understands the important role of climate and culture, more specifically, social and emotional learning (SEL) and how critical it is in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning.

#### **Educator Well- Being**

- Staff will be presented with information on trauma-informed compassionate classrooms. This presentation is in preparation for the following school year from the potential trauma that students may have faced during the COVID- 19 school closures.
- The school will support educators' access to mental and behavioral resources and encourage them to utilize these services.
- Small support groups will be organized for faculty in order to provide time and space for individuals to re-establish connections with each other and receive support.
- Professional development on Social Emotional Learning will be implemented in the beginning of the school year for all staff members to integrate SEL in their teaching to foster positive learning environments and techniques for embedding SEL into instruction (in-person and remote).

#### **Trauma-Informed Social and Emotional Learning**

- Teachers will provide their students with a daily social-emotional check-in. The daily check-in will provide the teacher and the school counselor with the zone of regulation the child is currently in. Documentation of the check-in will allow the teacher and school counselor to monitor and track the emotional well-being of each student throughout the school year.
- Social awareness lessons will be conducted in each classroom to educate the students on the new norms and how to appropriately interact with peers.

- Mindfulness focused school-wide initiatives will be implemented through morning announcements, mindfulness techniques in the classroom, and classroom brain breaks.
- School Counselor will provide individual and group counseling for students and staff.
- If necessary, outside resources will be made available to students and staff.

**Wraparound Support:**

The EPCS Nurse, school Counselor and administrators will work collaboratively to address any concerns/needs and or interventions that are needed by our students and families. These interventions will include support that is provided by the school, in addition to services that are needed in other areas, i.e, mental health support, family engagement and health care.

## LEADERSHIP AND PLANNING

**Scheduling**

The first week of school begins on September 8th to September 11th, with September 8th beginning staff orientation and meeting day for the staff. Wednesday, September 9th will be the first A-Day of the school year. Thursday, September 10th will be the first B-Day of the school year, whereas Friday, September 11 will be the first remote learning day of the school year.

Beginning the week of September 14th , the school year schedule will be initiated with in-person lessons being conducted on Tuesdays and Thursdays (A-Day and B-Day respectively). Mondays, Wednesdays, and Friday will be remote learning days. During the remote learning days the school will be cleaned and sanitized to fulfill the requirements set up by the state of New Jersey and the C.D.C.

**Marking Period Timeline**

Grades K-8, will follow a 3 marking period/trimester schedule for the 2020-2021 Academic School Year.

**A. Grades K-8 General Time Schedule**

8:00am-8:30am	Morning Check-In/Homeroom
8:30am-8:50am	Period 1
8:53am-9:13am	Period 2

9:16am-9:36am	Period 3
9:39am-9:59am	Period 4
10:02am-10:22am	Period 5
10:25am-10:45am	Period 6
10:48am-11:08am	Period 7
11:11am-11:31am	Period 8
11:31am-12:00pm	Packup/Lunch Pickup/Dismissal

*Eight Period Scheduling:* For grades Kindergarten through eighth, all students will follow an eight period schedule. This will allow them to have 6 periods of core subjects (Minimum 2 periods ELA, 2 periods Math, 1 Science, 1 Social Studies), 1 Special subject per marking period (Music, Technology, or Spanish), and Physical Education/Health .

*Timing/Breakdown of Periods:* All students will remain in their homeroom class throughout the entire day in order to avoid traffic in the hallways. Teachers in Special subjects as well as in grades 5-8 will be required to travel between classes. Each period will be 20 minutes, with 3 minutes in between each period to allow teachers to travel to perspective classes.

### **Grades K-8 Student Groupings and Grade Clusters**

At present time, the school year will consist of a hybrid setting, where students will be separated into Group A and Group B to reduce the amount of students in the building at a time while practicing social distancing.

*Student Groupings:* Group A students will be present in the school building on Tuesdays while Group B students will be present in the school building on Thursdays.

Remote learning will take place on Mondays, Wednesdays, and Fridays for the entire school population. Allowing students to attend school on either Tuesdays or Thursdays will allow the custodial staff the opportunity to disinfect, sanitize and perform deep cleaning throughout the building in between days of in-person instruction.

As a result, each grouping of students will be present in the school building one day a week. The remaining four days for each group will be remote.  
*Grade Clusters:* Grades K-8 will be grouped into 3 grade clusters, which are the following:

- Grades K-2
- Grades 3-5
- Grades 6-8

## **Special Subject Teachers Rotation and Schedule**

Special Subjects:

- Music
- Spanish
- Technology

The 3 special subjects will each rotate through a grade cluster every marking period. For example, during the first marking period, Spanish will teach grades 6-8, Technology will teach grades 3-5, and Music will teach grade K-2. Throughout the following 2 marking periods, each special subject teacher will rotate to another grade cluster.

## **Physical Education and Health Schedule**

In order to cover all grade levels, the physical education will be on a 3 week grade cluster rotation schedule throughout the school year. The following is a sample of the weekly rotations:

- Week 1: Grades 6-8
- Week 2: Grades 3-5
- Week 3: Grades K-2

- **Special Education Schedule**

*Overall:* The overall school schedule for all classes has stemmed from special education teacher availability. There are 2 special education teachers in the building, with one pulling out students for ELA and the other pulling out students for Math.

- *In-School Scheduling:* Because of this, elementary (K-5) special education students (and their siblings) will report to school on A days so that they can be pulled out during their ELA and Math periods. Middle school (6-8) special education students (and their siblings) will report to school on B days so that they can be pulled out during their ELA and Math periods.
- *Remote Scheduling:* Special education teachers will remotely teach elementary students on Wednesdays and Fridays and will teach middle school students on Mondays and Fridays via Zoom.
- **Hybrid Education Schedule**  
During remote days, staff and students will follow the same schedule as they are in school and use online platforms such as Zoom, Google Meet, etc.

There may be some exceptions (depending on grade/class, which will be shown on individual schedules) to this in order to accommodate special education, health, financial literacy, etc.

- **Full Time Remote Education Schedule**

If we must return to full-time remote learning, staff and students will follow the hybrid education schedule, making use of online platforms such as Zoom, Google Meet, etc.

We have purchased additional online learning platforms, and adjusted our curriculum, so that material can be accessed online during remote learning. Assistive technology, such as text-to-speech, Voice In typing, and open dyslexic can be utilized on every chromebook that was provided to each student.

Modifications and accommodations will be provided per each student's IEP.

- Assistive technology, such as Google screen reader and voice typing can be accessed on Chromebooks that will be sent home with each student.
- Through the use of Zoom, Google classroom, and other remote instructional means, teachers will facilitate instruction, give formal and informal assessments and monitor student progress.
- There will be frequent collaboration with families to ensure that students with disabilities have the best appropriate education through hybrid learning.
- Going forward IEP's will be developed that address different scenarios for educating students and providing services.
- The IEP team will meet to discuss and review student data and determine whether the students with disabilities need additional accommodations or services addressing any learning loss or regression in which remote learning was being provided.

### **Technology and Connectivity**

- All students will be provided with an electronic device (1:1) to access remote learning.
- Every student in grades 1st through 8th will be using a school issued Chromebook for in-person and remote learning. Every Kindergarten student will be issued a tablet for in-person and remote learning.
- Englewood on the Palisades Charter School has a no-tolerance policy in regards to cyber bullying. Students, and staff, are expected to follow the guidelines outlined in the Code of Conduct.
- Students learning remotely are expected to complete the daily work posted online, check in with their teacher(s) online using an online video medium for real-time lessons, and question-answer sessions (office hours).
- A survey of our parents was conducted about the internet accessibility and devices available at home. It was found that only two students did not have internet access. These students will receive temporary access through a hotspot.



- Students will be surveyed regarding internet accessibility upon reopening in September. Any student who does not have internet access will be provided with access through a hotspot. Teachers will also monitor student attendance during remote learning days. If a student is absent, the teacher will contact the parent/caregiver to determine if a technology issue was the cause of the absence. If so, the problem will be resolved by our technology department.
- Google Suite Apps will be used by teachers and students.
- Additional platforms will be researched to ensure ease of use by students and parents, as well as for the instructional and assessment purposes of teachers.
- It is the expectation of EPCS to hire a Technology teacher for the start of the 2020-2021 school year.

### **Curriculum, Instruction, and Assessments**

- Instruction and assessments will continue to be built upon using the New Jersey Student Learning Standards.

The hybrid learning model will continue to follow our preset curriculum using the online learning materials teachers have access.

- Go Math
- Google Classroom
- Savvas Reading
- Accelerated Reader
- Stora
- Orton Gillingham
- Lucy Calkins Reading and Writing Project
- Houghton Mifflin Harcourt
- Students of History
- Everyday Math
- IXL
- Brain Pop and Brain Pop Junior
- FOSS
- Savvas Interactive Science
- Collections
- Novel Studies
- Time for Kids
- National Geographic for Kids
- Studies Weekly
- Zaner-Bloser Handwriting

Online resources determined by the teachers

- Instruction will be combined as a hybrid of in-person and remote. In-person instruction will consist of standards-based instruction with the teacher using the materials and learning strategies as usual. The small in-class teacher to student ratio

will ensure a safe learning environment and a beneficial learning environment as well.

- Assessments will be conducted to determine mastery of skills. Formative and summative assessments will be standards based on a regular basis, in-person and remotely. Assessment schedules will vary depending on teacher and grade level.
- All student progress and academic achievement will be monitored on the school's Student Information System (S.I.S.), OnCourse. Teachers will make sure grades will be updated every week or two weeks depending on duration of assignments.
- Assignments and assessments will be posted on OnCourse and Google Classroom.
- Teacher grading and grading policies will be shared with students and parents/guardians at the beginning of the year.
- Using technology on a regular basis will be common for in-person and remote learning. Students and education staff will practice responsible 21st century skills while online and using technology in the classroom.
- Teachers will provide online learning lessons using a virtual video medium to meet with students, provide lessons, and offer question-answer sessions (office hours), at scheduled times.
  - Zoom
  - Google Meet
- The state mandated course, *Financial Literacy* will be addressed for the middle school students by their math teachers, as mandated by Charter 167 (January 2019). Going forward the staff will look for instructional material for both the teachers and students.
- Teachers will adjust instructional activities and assessments for both in-person and distance learning to accommodate I.E.P.'s and 504's.
- In the event school buildings are closed and instruction reverts to strictly distance learning, teachers will transition to online instruction. Online instruction will continue to follow current state standards in all subject areas.
- Participation is required during any online learning. Teachers will take attendance when holding virtual classes and "office hours." Students are to be online with their teacher during video (Zoom, Google Meet) classes. In the event a teacher offers online "office hours", students are to use those times to check in with their teacher(s) to ask questions and seek additional help.

## CONCLUSION

Understanding the current circumstances of the pandemic and its effect on education, we intend to practice flexibility with the reopening and recovery plan. Should health conditions change, for better or worse, this plan going forward will be amended to fit the accommodations for learning in accordance with the health and safety guidelines put forth by the local, state, and federal guidelines. Englewood on the Palisades Charter School will follow the guidelines and recommendations set forth now, and in the future, by the Centers for Disease Control and the New Jersey Department of Education.