



Date: October 13, 2020

RE: Fedcap 4T SCHOOL RE-OPENING Instructional Plan for SY 20-21

For the 2020-21 school year, remote instruction (full-time) will continue for all students until January 25, 2021. All other guidance remains in full effect. Please refer to the district and school websites for updates.

We continue to work in accordance with our districts and the NJ State Department of Education to ensure that all our student's needs are being met, academically, socially in every area that we offer our resources. We are operating under CDC rules and requirement standards for re-opening schools. <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Children>

We have created three phases for the 2020-2021 school year so that we are prepared for whatever scenario we may encounter. These three phases consist of:

- Fulltime in school (parents may choose to engage in a learning from home option)
- Hybrid learning (blend of in-school and remote learning)-Potentially: 2 days in school and 3 days remote per week.
- Full remote learning-5 days a week

September 8, 2020, the Fedcap School aligned our plan with most of our sending districts and West Orange, our Community District, by starting PHASE I of our re-opening plan *remotely*.

The Fedcap School's schedule for reopening that will include PHASE II: in-person instruction in some capacity and remote learning has been rescheduled for **January 25, 2021** which will support the learners for at least 180 days in accordance with N.J.S.A 18A:7F-9 and PHASE III- full in-person instruction TBD. (APPENDIX 2)

We are obligated to provide in-person schooling consistent with New Jersey state and federal statutes and regulations. Unless public health data related to the COVID-19 pandemic requires action by the State, the requirement is that we provide no less than one hundred and eighty days of actual school sessions for our students grades seven through twelve. The school building will be open and the current requirement for the school district to provide the opportunity for students to access 180 days of school and 900 hours of instruction will be fulfilled. (see APPENDIX 1, 2 & 3)

Any individual student's choice to opt into remote learning during all phases, will not affect the school district's obligation.

PHASE I: All Fedcap students received Welcome Back Letter, School Reopening Plan, Food Delivery (September 8-10), WORK PACKETS to start instruction prior to receiving their Chromebook and Jetpack, PARENT/STUDENT GUIDES, Acceptable Use Policy (APPENDIX 5) on September 4, 2020 delivered to their homes.

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8 St Cloud Pl, WEST ORANGE, NJ, 07052 P: 973.677.0700 • F: 973.677.1700 • WWW.FEDCAP.ORG/FEDCAPSCHOOL
Luanne Macri, DIRECTOR Rebecca Borg, PRINCIPAL

During the week of September 8, 2020 all students will be receiving their Chromebook and Verizon Broadband JETPACK delivered to their homes with log in information and daily schedules (online ELITE CLASSROOM see APPENDIX 4) and their weekly food delivery.

Students continue to log into REALTIME ATTENDANCE TRACKER by 9:00am beginning September 8, 2020 to receive credit for the days prior to starting their ELITE CLASSROOM remote learning which will track student attendance and completion of academic instructional unit by subject area.

On September 14, 2020 students logged into ELITE CLASSROOMS by 9:00am and complete their daily schedule (posted in their virtual classroom hallway) until 2:50pm. This is a *virtual school* with access to every subject we currently offer as well as teleconferencing or ZOOM meetings for Speech and Social Workers and Guidance Counselors. (APPENDIX 1 Student Daily Schedule)

Students will be expected to log in, register the attendance for the day and work according to the weekly calendar which includes recorded or live teacher whole group instruction as well as uploaded lessons and resources. There will be meeting spaces for students to socialize that will be monitored by staff and other areas where they can access social services if needed. Job Coaches will continue with transition plans, college and trade school applications and employment opportunities and a parent portal will also be available to support parents during home instruction.

EACH MONDAY 9:00AM-10:00AM PARENT OPEN SESSION Q&A TO SUPPORT/FOLLOW UP AND PROVIDE GUIDANCE.

NOTE: parents who elect NOT to send their child to the building will have full access to Elite Classrooms and Social Services and will be scheduled for a conference with District Case Managers and Fedcap Administrators to discuss their concerns.

We are proud to announce that we have created a VIRUAL TOUR for new parents and case managers <https://we.tl/t-omVEkHOPOQ> which is available on our website to facilitate the intake and admission processes and we look forward to a seamless enrollment of new students during this period of remote learning.

Although to date we do not service any ELL students, we do have families that need translation in both English and Spanish. We will have several bilingual staff members available to assist families as needed.

The Fedcap School continues to update plans and letters to parents which can be accessed on our website www.fedcap.org/fedcapschool or by calling our main number (973) 677-0700 for an automated message. Our website includes our school calendar, important dates, lunch applications and many resources for parents and students alike.

DIGITAL DIVIDE:

The Fedcap School Instructional Plan continues to incorporate planning for remote learning that respects the needs for all students and staff and provides implementation that attends to the diversity of each community, ensuring that all our students have equal access to the content. We are growing our capacity to support the learners remotely and have had great success thus far according to feedback we received from parent surveys, student phone calls and teacher input.

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We are meticulously documenting under the current emergency conditions with regards to Individual Education Plans (IEP's) and 504 Plans. We are ensuring structured, active student engagement by selecting content that is aligned to Student Learning Standards and has relevance and is appropriate for all grade levels. We are also in constant communication with each student and their families regarding their physical and mental health concerns and how this pandemic has affected them, and then work diligently to address those concerns.

At any time, we are prepared for a potential shift back to entirely remote learning by implementing measures that strengthen remote learning capabilities. Each student will receive a *Chromebook* and a *Verizon WIFI tag* which allows broadband internet access for home use *beginning September 8, 2020*. Parents will receive instruction manuals and can contact the school for IT support establishing student accounts paid for by The Fedcap School monthly.

High School Athletics:

The Fedcap School will comply with all NJSIAA Guidelines, suspending them only if the community spread exceeds 5% and if the guidelines can no longer be followed safely. All students and employees are required to wear masks covering noses and mouths, socially distance at least 6 feet apart and wash hands regularly while participating in League Activities outdoors and limit the sharing of equipment.

Recess/Physical Education:

If applicable PE will be outside activities utilizing cones, flags, tape and signage to maintain 6 feet of space between groups. We will minimize sharing of equipment and clean and disinfect between uses. Students will be required to wash and sanitize their hands immediately after outdoor classes. NOTE: Health will be offered in lieu of PE if we cannot safely follow the guidelines.

The Fedcap School has created a diverse PANDEMIC RESPONSE TEAM to oversee the school's reopening plan, particularly health and safety measures.

- School Principal: REBECCA BORG
- Grade Level Teachers (FRANCINA VIRZI (GRADE 9); KATHY INNOCENTI (GRADE 10); LINDA MEDVES (GRADE 11); ELAINE COLE (GRADE 12); CHRISTINE DONNELLY (MIDDLE SCHOOL)
- CST Member: GRACE-ANN GERMAN LCSW
- Behaviorist: SAMUEL TRUSTY
- Director: LUANNE MACRI
- School Nurse: ENAM ABUSHARIA
- School Safety Personnel: CRAIG HAMILTON, RASHEEDAH BROWN, VINCENT MOORE
- School Safety Team: PATRICK DEBLASIO, WILLIE ANDERSON. MICHAEL ESEROKPE, DEBORAH KATZ
- Custodians: RASHON SMITH; MARVIN CHARLES
- Parent Liaison: SYLVIA GARCIA (Parents TBD)

PHASE II:

Meals:

Before breakfast and lunch students will wash and sanitize their hands. Aides will pick up meals for their students wearing gloves, distribute the meals and dispose of garbage and then change gloves

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and sanitize their hands and student areas. Students will be required to wash their hands before and after meals.

For as long as students are using the hybrid plan, we will continue home delivery of four days' worth of breakfast and lunch to each of our students every Friday, (students will eat breakfast and lunch in class on the day they come into the building.)

Building Safety & Security: The Fedcap School complies with the CDC guidance on CoVid19 <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

We have developed a procedural manual/schedule for increased cleaning and disinfection of targeted areas to be cleaned, including frequently touched surfaces and objects (desks, chairs, technology, and bathrooms.)

Providing reasonable accommodation for student and staff identified as high risk for severe illness.

If any staff member or student are identified as high risk for severe illness, they will be offered additional applicable PPE (N95 masks, gloves, desk partitions and segregated work areas) or the ability to work remotely from home if required.

General Health & Safety:

- We will receive groups of students according to schedule TBD, and district busing approval. There will be no more than 15 students and 15 staff members in the building on any given day.
- Upon arrival thermal temperatures will be taken of each bus driver, attendant and student before entering the building and notated in a daily log. Anyone with a temperature over 100.4 degrees and/or visible symptoms will not be allowed to enter the building. (Any student displaying symptoms or that has a temperature over 100.4 degrees will be sent home via parent or an Uber or Lyft and must be medically cleared before returning to school, as outlined in our **Welcome Back Parent Letter**.)
- All students and employees are required to wear masks covering noses and mouths, socially distance at least 6 feet apart and wash hands regularly while in the building. To accomplish this, we have posted **signage** in every classroom, school doors and in hallways.
- We have installed **HAND SANITATION** stations in every classroom, bathroom, and hallways.
- We have **supplies of masks** for anyone who needs one.
- Maximum number students in each of the five daily subject area classrooms is six. (3-4 students plus one teacher and one aide.) Our Middle School currently has 2 students plus a teacher and aide, and they are self-contained.
- Breakfast and lunch will be served in the classroom, delivered by an aide.
- Desks have been moved at least 6 feet apart. Student PC's have been distanced as well.
- Bottled water will be used in lieu of water fountains.
- The Fedcap School will clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.
- The Fedcap School has air purifying filters in air conditioning/heating units in every classroom and office in the building.
- We have provided for limited use of shared objects and have system for cleaning between uses (MAIN OFFICE COPY MACHINES)

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Classrooms, Testing & Therapy Rooms: All student's desks will be placed at least 6 feet apart in each classroom and non-instructional therapy room.
All **Field trips** and outside Internships have been suspended until further notice.

Student course work credits will continue to be monitored and supported through ELITE CLASSROOMS, Khan Academy, Google Classroom, finished projects, completed online assignments and work packets which will be checked and graded accordingly. The emphasis on the work assigned, reviewed and completed is focused on the learning not just compliance. Grading is focused on the continuation of learning and prioritizes the connectiveness and care for our students. All students will have opportunities to redo, make up and try again to show progress and our focus continues to remain on their emotional and physical health, keeping them fed and engaged in socialization as well as instruction.

We will continue to aim student weekly engagement for ONLINE INSTRUCTION for approximately 120 minutes to 270 minutes a day inclusive of project time, independent work and direct teacher engagement. Our students will be expected to be fully engaged each day and our counselors and instructors will also work with parents who are supporting their child at home. We will continue to offer credit recovery programs and utilize STEAM activities in virtual classrooms.

In-person instruction consists of 5 forty-five-minute classes with weather permitting, a 10-minute break between each class to be escorted outside, socially distanced and staged separately to safely socialize, remove and replace soiled masks and get air. Breakfast is in the classroom upon arrival and lunch is served from 12:00 to 12:30 also in the classroom.
Student will start preparing to leave when their buses arrive starting at 1:15pm.

Student Attendance will be recorded using REALTIME attendance tracker on days they are in-person and while remote attendance is verified daily by students logging into ELITE CLASSROOMS and social worker/counselor check ins. The teacher's ability to see who logs into our online classrooms, student texts and phone calls are additional backup for keeping attendance and monitoring student engagement. The instructional staff are available on three days a week to help any students online and daily via e-mail and phone. Social Workers, Behaviorists and Job Coaches are also available daily to address any students in need and are making check-in/wellness calls to each student. Our School Nurse continues to update immunization records, personal student information and supports parents and students with medication and resources and will also have a portal in our ELITE CLASSROOM suite. District case managers, school counselors, parents and all stakeholders involved in a student's IEP will continue to complete and update IEP's through platforms employed by districts including ZOOM, email, DocuSign and conference calls.

Facilities Cleaning Practices:

The Fedcap School building will continue to be staffed daily on a staggered time schedule. All staff will work remotely two or three days a week and come into the building for the remainder. The Principal, Rebecca Borg or Director, Luanne Macri will cover the building five days a week with school secretaries and custodial personnel who sanitize and clean the building. Our aim is to limit total building occupancy to >25 people including students, daily.

Transportation:

Each district will be given a schedule of what day each student is to arrive for in-person instruction. As buses arrive, a staff member will meet the students and take their temperature and record it on a daily log. Students will assemble at the curb by the spacing markers to be checked in. Any student who does not already have a mask will be given a mask. Students will be checked into the building one at a time by a security officer with gloves on, wanded and their personal items (cell phones, lighters, non-illegal contraband) will be collected and sealed in plastic bags to retrieve at dismissal.

Screening, PPE, Response to Student & Staff Presenting Symptoms:

- There is signage on every door and throughout the building requiring social distancing, hand sanitizing, and mask covering requirements.
- We have provided necessary accommodations for our Student with Disabilities as outlined in NJDOE's guidance documents.
- Written protocols detailing district's response to students and staff who test positive for CoVid 19 has been distributed to all students, parents, guardians as well as staff.
- The School Nurse will immediately notify local health offices, staff and families if anyone who has spent time in the building contracts and tests positive for CoVid 19.
- We have an isolation room for any students who presents symptoms that cannot be taken home until dismissal.
- We have methods in place to contact trace and will continue to monitor symptoms.
- Our readmittance policy will be outlined in parent letter and on our website. Students who present with temperatures over 100.4 degrees must stay home and return with a doctor's note stating they have been quarantined and have tested negative.
- In the event of an outbreak, we are prepared to shut down any classroom(s) in the event a student or staff member tests positive for CoVid 19 and if necessary we will implement remote learning protocols for any affected groups until all are cleared by presenting a negative CoVid test results. We will include ongoing monitoring, provisions for issuing educational technology throughout the school year (including Verizon JETPACKS for broadband accessibility) to prevent lapses in student access to remote instruction as circumstances evolve.

Contact Tracing Policy:

The goal of the Fedcap School is to reduce the risk of the virus spreading and keep people as safe as possible. If a staff member or student presents with symptoms or has encountered CoVid 19, The Fedcap School will immediately report the incident to the West Orange Department of Health for contact tracing and support. If we have more than two positive cases in two weeks the Fedcap School will close the building and proceed remotely until test results have been concluded, while sanitizing the building in the interim.

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APPENDIX 1: STUDENT DAILY SCHEDULE

APPENDIX 2: SCHOOL CALENDAR:

Fedcap School		
8 St. Cloud Place, West Orange, New Jersey		
	Regular School Year: September 8 - June 29	<i>Created 8/20/20</i>
MONTHS/DAYS	SCHOOL CALENDAR 2020-2021	TOTAL DAYS
	SEPTEMBER	17
1-4	Staff Development (No Students)	
7	HOLIDAY-Labor Day (SCHOOL CLOSED)	
8	FIRST DAY OF SCHOOL REMOTE	
	OCTOBER	20
12	HOLIDAY - Columbus Day (SCHOOL CLOSED for students)	
	NOVEMBER	16
4	Staff Development (NO STUDENTS)	
13	First Marking Period Ends	
14	PHASE 2 IN PERSON BEGINS	
20	Report Cards Go Home- MP1	
25	EARLY DISMISSAL - 1:00pm for students	
26	HOLIDAY - Thanksgiving (SCHOOL CLOSED)	
27	Thanksgiving Break (SCHOOL CLOSED for students)	
	DECEMBER	17
23	EARLY DISMISSAL - 1:00pm for students	
24-31	Christmas Break (SCHOOL CLOSED) %%%%	
	JANUARY	19
1	Christmas Break (SCHOOL CLOSED)	
4	STUDENTS RETURN FROM BREAK	

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15	Second Marking Period Ends	
15	EARLY DISMISSAL - 1:00pm for students	
18	HOLIDAY - Martin Luther King Day (SCHOOL CLOSED)	
22	Report Cards Go Home- MP2	
	FEBRUARY	15
12	EARLY DISMISSAL - 1:00pm for students - Parent Conferences	
15	HOLIDAY - Presidents' Day (SCHOOL CLOSED)	
16-19	Mid-Winter Break (SCHOOL CLOSED for students)	
22	STUDENTS RETURN FROM BREAK	
	MARCH	22
12	Staff Development (No Students)	
26	Third Marking Period Ends	
	APRIL	17
2	Report Cards Go Home-MP3	
2	EARLY DISMISSAL - 1:00pm for students	
5-9	Spring Break (SCHOOL CLOSED) %%%%	
12	STUDENTS RETURN FROM BREAK	
	MAY	20
TBD	NJSLA EXAM-EARLY DISMISSAL - 1:00pm for students	
28	EARLY DISMISSAL - 1:00pm for students	
31	HOLIDAY - Memorial Day (SCHOOL CLOSED)	
TBD	NJ BIO COMP TEST and NJASK 8 - EARLY DISMISSAL - 1:00pm for students	
	JUNE	20
TBD	NJ BIO COMPETENCY TEST (NJBCT)-EARLY DISMISSAL- 1:00pm for students	
TBD	NJ BIO COMPETENCY TEST MAKE UP DAYS (NJBCT)	
14	EARLY DISMISSAL - 1:00pm for students	
15	Graduation Day (SCHOOL CLOSED for students EXCEPT GRADUATES)	
18	Fourth Marking Period Ends	
28	EARLY DISMISSAL - 1:00pm for students	
28	Report Cards Go Home-MP4	
29	LAST DAY OF SCHOOL (Students) - 1:00pm dismissal	
30	Last day of school for staff	

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	TOTAL	183
Extended School Year 2021	July 5, 2021 - August 23, 2021	35

APPENDIX 3: FOUR STRUCTURES LEARNING GROUPS

APPENDIX 4: ELITE CLASSROOM

APPENDIX 5: AUP

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

The District is committed to the use of telecommunication networks in a responsible, efficient, courteous and legal manner. Internet access and other on-line services, provided to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of telecommunications are devoted to activities that support teaching and learning. The use of the Fedcap School computer network is limited to the exchange of academic information, research, career and professional development activities consistent with the mission of the District.

In support of THE FEDCAP SCHOOL district’s goal, users must agree to this policy as a condition of receiving Internet access. Usage is a privilege, not a right.

Network: Unacceptable uses of The Fedcap schools’ computer network accounts and Internet resources include, but are not limited to, the following:

1. Users may not use the FEDCAP SCHOOL computer network for private or commercial business use, political or religious purposes.
2. Users may not use the FEDCAP SCHOOL computer network to advertise goods and services, or to purchase goods and services for personal use.
3. Users may not use the FEDCAP SCHOOL computer network to engage in any illegal act or action that violates local, state or federal laws.
4. Users may not use the FEDCAP SCHOOL computer network to access, send, post, download, print, or store pornographic, obscene, or offensive materials, or materials that advocate hate, violence, or harassment and discrimination towards others.
5. Users must not tamper with, modify, or change the District’s system, software, hardware, or wiring.
6. The downloading and storage of files, which consume system resources, without the expressed approval of the Network Manager (Technology Coordinator) is strictly prohibited. Security on any computer system is a high priority, especially when the system involves many users. Keeping this in mind, all users must adhere to the following.
7. Users are responsible for their individual accounts and should take serious precautions to prevent others from being able to use their accounts. Attempts to log on as any other user will result in cancellation of user privileges. Under no conditions or circumstances should users give passwords to other individuals.
8. Vandalism will result in cancellation of privileges and possible disciplinary or legal action. Vandalism is defined as any malicious or intentional attempt to harm or destroy data of another user, the destruction of

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computer equipment or other school property, the theft of or defacing of computer equipment. This also includes the intentional uploading or creation of computer viruses when using the Internet.

9. Distribution of personal information over the Internet is strictly prohibited.

10. Users who are identified as a security risk or having a history of problems with other computer systems will be denied access to the Internet.

11. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

12. Your parent or guardian should instruct you if there is additional material that they think would be inappropriate for you to access. The District expects you to follow your parent or guardian's wishes regarding such material. E-mail

13. E-mail is provided for the purpose of exchanging information consistent with the mission of the District.

14. While engaged in activities on the FEDCAP SCHOOL computer network, users are prohibited from transmitting E-mail to others that includes material that is vulgar, rude, obscene, pornographic, inflammatory, threatening, harassing, disrespectful or which uses sexually explicit language.

15. Users must not post chain letters or engage in "spamming". Spamming is the sending of an annoying and unnecessary message to many people. Software

16. Users are responsible to take all reasonable precautions to prevent virus infections on the District's equipment.

17. The downloading of any software or files without the approval of the Network Manager (Technology Coordinator) is strictly prohibited. Software is defined as, but not limited to programs, games, browsers, and sound files, which can be downloaded from the Internet.

18. The illegal use of copyrighted software or files is prohibited. Copyright infringement occurs when you use and/or reproduce a work that is protected by a copyright.

19. Users must not plagiarize academic work found on the Internet.

20. The accessing of web-based games, listening to, or viewing sound and video files, and participating in chat rooms are strictly prohibited.

21. The District does not relinquish control over materials on the computer system or contained in files stored on the system.

22. The District reserves the right to suspend or terminate the computer systems access of users who have violated the AUP, and to delete or remove files found to be in violation of the AUP. 23. The District will report and cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities conducted through the FEDCAP SCHOOL computer network.

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