



LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

THE FEDCAP SCHOOL **REVISED** Plan for VIRTUAL (REMOTE) Instruction and Continuity of Services (1/3/22)

The Fedcap School's revised schedule for reopening back to PHASE III: (full virtual instruction) has been scheduled beginning 1/3/22 through at least 1/18/22, which will support the learners to accommodate the mandated 180 days of instruction (regular school year) and 35 days for Extended School Year (ESY) in accordance with N.J.S.A 18A:7F-9 and PHASE III- full virtual instruction.

NOTE:

- **WE WILL BE DELIVERING BREAKFAST AND LUNCH ON FRIDAYS. (SSO)**
- **CLASSES BEGIN REMOTE LEARNING 9:00AM UNTIL 2:00PM. Lunch is 12:00pm-12:30pm using ELITE CLASSROOM PLATFORM**
- **STUDENTS ARE EXPECTED TO RETURN TO FULL IN-PERSON INSTRUCTION 1/18/22 UNLESS OTHERWISE NOTIFIED DUE TO COVID 19 AND IT'S VARIANTS POSITIVE CASES THROUGHOUT THE SCHOOL AND COMMUNITY.**

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 had reserved the option to return to any of the three phases for the 2021-2022 school year in case of CoVid 19 outbreaks. As such, we are prepared for whatever scenario we may encounter.

These three phases consisted 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: 1day in school and 4 days remote per week.
- Full remote learning-5 days a week

As of January 3, 2022, in an abundance of caution and reported positive Covid 19 tests of staff and students we are implementing PHASE III (full remote instruction.)

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.

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.

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 IN-PERSON, HYBRID OR FULL 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 January 3, 2022*. 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:

When students return to full in-person instruction, 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. KWAME KONADU, LISA RAWLINGS
- Custodians: RASHON SMITH; MARVIN CHARLES
- Parent Liaison: SYLVIA GARCIA (Parents TBD)

PHASE III:

Meals:

In accordance with SNEARS/NJ DEPT OF AGRICULTURE SCHOOL NUTRITION PROGRAM, The Fedcap School is operating under SSO (Seamless Summer Option) for student's daily breakfasts and lunches. As such, we will be delivering one week of breakfast and lunch to every student at *their home* on Fridays between 9:00am to 11am. **Parents may OPT OUT of receiving food deliveries if they desire to by contacting the school at 973-677-0700.

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: PHASES I & II

- We will receive groups of students according to schedule TBD, and district busing approval.
- Upon arrival thermal temperatures will be taken of each bus driver, attendant and students 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 **AMMENDED 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 3 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)

Classrooms, Testing & Therapy Rooms: All student's desks will be placed at least 3 feet apart in each classroom and non-instructional therapy room.

All **Field trips** and outside Internships have been suspended until further notice.

Student credit recovery 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.

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 IEPs 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.

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.