



Pandemic Crisis Plan

LEAP Academy University Charter School

Updated March 14, 2020

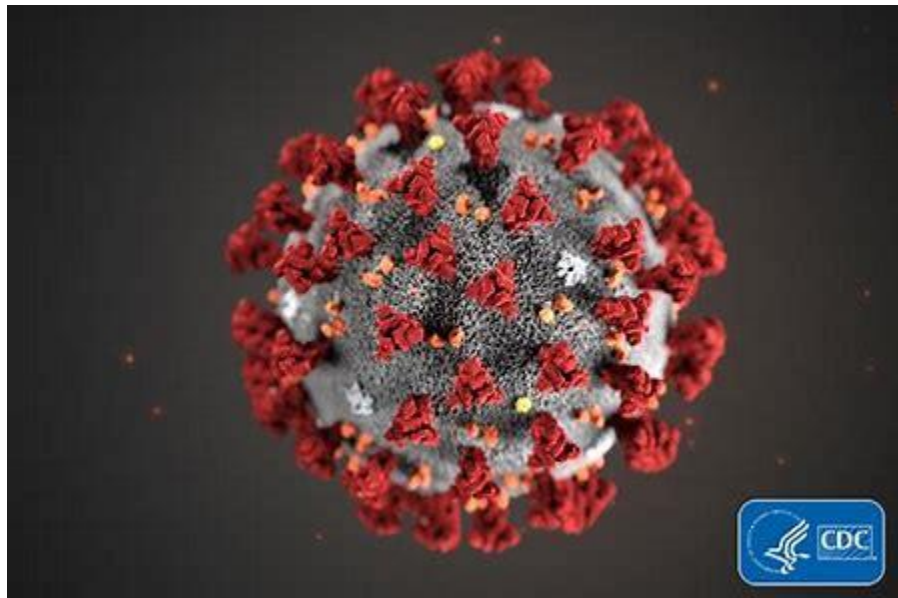


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Background

From the NJ Department of Health Memo - March 2, 2020

Many childcare centers, school administrators, teachers and parents within New Jersey are concerned about how the current outbreak of the 2019 Novel Coronavirus (COVID-19) will impact their communities and wish to take appropriate steps to mitigate any risks. The word "novel" means new. The Centers for Disease Control and Prevention (CDC) is working hard to learn as much as possible about this new virus so that they can better understand how it spreads and its associated illness. The New Jersey Department of Health is also working hard by developing guidance and Education materials should this new virus impact our residents.

Though the CDC considers COVID-19 to be a serious public health concern based on current information, the immediate health risk to the general U.S. public is considered low at this time. The CDC and the World Health Organization are closely monitoring the national and global situation and providing ongoing guidance. At this time, the CDC recommends avoiding nonessential travel to China, Iran, Italy and South Korea. There are additional countries with travel alerts. Updated travel information specific to COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.

What is the difference between seasonal and novel coronavirus? Coronaviruses are a family of viruses and there are different types of coronavirus within that family, much like there are different types of influenza viruses. Coronaviruses in general are not new and are a frequent cause of respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives. The type of coronavirus that has recently emerged in Wuhan, China **is a new type** of coronavirus and is infecting people for the first time (which means that people do not have any immunity to it). This newly discovered virus is called SARS-CoV-2 and is causing a disease named COVID-19.

What are common symptoms of COVID-19? Information to date suggests this virus is causing symptoms consistent with a respiratory illness such as cough, fever, and shortness of breath.

How is COVID-19 spread? At this time, it's unclear how easily or sustainably this virus is spreading between people. Typically, with most respiratory viruses, people are thought to be most contagious when they are most symptomatic (the sickest). Chinese officials report that sustained person-to-person spread in the community is occurring in China. Similar spread has been reported in other countries. Person-to-person spread in the United States has been detected but the risk to the general public remains low. Cases in healthcare settings, like hospitals, may also occur.

What measures can be taken to prevent COVID-19? There is currently no vaccine to prevent COVID-19 infection. The best way to prevent infection is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory viruses.

How is COVID-19 treated? Currently, there is no specific antiviral treatment recommended for the coronavirus. There is no vaccine to prevent this virus, and the CDC advises that the best way to prevent infection is to avoid being exposed to this virus.

How should schools prepare for the potential of a coronavirus outbreak in their community?

To prepare for possible community transmission of COVID-19, the most important thing for schools to do now is **plan** and **prepare**. Interim Guidance for Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to Coronavirus Disease 2019 (COVID-19) can be found at <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html>.

- Review and update or develop your outbreak response/pandemic plan and share with stakeholders before an outbreak occurs.
- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Prepare for the potential of school closures or dismissals or cancellation of school events.
- Prepare to offer home instruction to students.
- Implement flexible attendance and sick leave policies.
- Establish relationships with local public health officials and identify points of contact.
- Create emergency communication plan and maintain up to date contact information for everyone in your communication chain.
- Establish leadership team, identify essential staff functions, assign tasks and responsibilities.
- Plan workshops and training to educate staff on prevention measures.
- Continue to monitor current information from health officials.

What should a school do when a student or staff presents with symptoms of COVID-19?

- COVID-19 presents with signs and symptoms that may be indistinguishable from much more common respiratory viruses. At this time, respiratory illnesses are much more likely to be due to common viruses (e.g., influenza, common cold) than COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps. Schools are not expected to screen students or staff to identify cases of COVID-19.
- Students with fever, cough, or difficulty breathing should be placed away from others and asked to wear a face mask until they can be sent home.
- Staff members should be sent home and advised to seek medical advice.
- Notify your local health department with any questions or concern about an ill student www.localhealth.nj.gov.

THE FOUR STAGES OF THE CRISIS PLAN

According to the World Health Organization (WHO), the medical arm of the United Nations:

Prevention – Mitigation

Preparedness

Response

Recovery

Prevention – Mitigation

A. Review/Enhancement of Policies and Procedures

B. Training

C. Communications System

D. Prevention

A. Review and Enhancement of Policies and Procedures

1. Members of the LEAP are listed below and may be asked to meet as needed.
2. This plan may be modified based on new information and updates from the CDC, The NJ Health Department, and the NJDOE. Meetings may be held to review, update, and approve the Pandemic Crisis Plan for the upcoming school year and conduct tabletop emergency exercises. LEAP committee members will review and understand their roles and responsibilities during a pandemic crisis.
3. Staff email and school-based voice mail contact information will be posted/updated on the district website.

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B. Training

Annual training for staff members may be conducted as needed each year. The following topics may be discussed (Appendices A and A1)

- a) Prevention
- b) Preparation
- c) Symptom Recognition and Action
- d) Communication
- e) Communication for Staff
- f) Plan Distribution
- g) Continuation of Instruction Development
- h) Grading Expectations
- i) Work Related Responsibilities During School Closure
- j) Student Expectation Communication/Rubrics

C. Communications System

1. The COO will ensure that Appendices A and A1 are included in the teacher handbook and Appendix A information will be included on the district’s website. They will also ensure that all handbooks outline the specific calling out procedures to identify pandemic related symptoms in staff and students.
2. The COO will serve as the contact person for addressing questions and concerns related to the topic of pandemic planning; the primary contact phone number will be (856) 614-5085, extension 701114.
3. Staff and student contact details will be annually updated into the On Course student data management system for the purpose of accurate communication.
4. An electronic system will be used to communicate updates and information to all stakeholders in various formats (School Messenger, email, call, etc..).

D. Prevention

1. The school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in symptom identification via the annual mandatory universal precautions training completed through the district’s online professional development portal.
2. The Head Custodian will ensure that all building bathrooms are continually stocked with soap and paper towels.

3. The Head Custodian will ensure that all student contact spaces are sanitized on a frequent and regular basis; hand washing signs will be posted.
4. Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
5. The school nurse will encourage staff and students to obtain (on their own) flu shot vaccinations.
6. District health professionals are encouraged to obtain flu shot vaccinations annually.

Preparedness

A. The Surveillance System

B. Updates, Research, and Precautions

C. Continuity of Student Learning Preparation

D. Stock

E. Counseling Support

A. The Surveillance System

The following processes and procedures are to be practiced by individual schools within the district to continually report the absentee rates for staff and students in collaboration with local health departments once a pandemic has been confirmed as present in New Jersey or once such information has been requested by the Health Department and/or County Superintendent's Office:

- The school nurse will authorize individual student and staff dismissal due to identified and pandemic related symptoms; any students and/or staff members with these symptoms will be sent home immediately and required to remain at home for the infectious period or clearance from a physician. Students awaiting parents/guardians due to illness will be held in a separate area in the Nurse's Office or another designated location until pick up.
- The building receptionist responsible for attendance reporting will forward, on a daily basis, the names of **students** who are absent due to pandemic related symptoms to the school nurse (Appendix B); the school nurse will document and monitor medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- Central office will forward the names of **staff** who are absent due to pandemic related illness to the appropriate school nurse (Appendix B) on a daily basis; the school nurse will document and track medically based absentee rates internally looking for increased reports of absence due to pandemic related illness (Appendix D). Absentee rates will not be reported to the Health Department unless greater than 15% of the population or unless requested by the Health Department and/or County Superintendent's Office.
- Staff will be reminded to send sick students to the Nurse's Office.

B. Updates, Research, and Precautions

- 1) The COO will provide updates and the latest research information to staff, students, and parents via the district website and School Messenger.
- 2) The CAO/Lead Person will cancel and announce cancellation of all large group activities including sporting events if directed to do so by the NJ Health Department and/or County Superintendent's office.
- 3) Student seating will reflect social distancing to the fullest extent possible; student desks will be separated if directed to do so by the NJ Health Department and/or County Superintendent's office.
- 4) The school nurse will disseminate messages about preventive hygiene and conduct respiratory etiquette programs (cough in your sleeve). Dissemination techniques will include, but not be limited to, classroom presentations, press releases, school-wide posters, videos and training to staff via in-services or faculty meetings, hand washing signs in all bathrooms. Teachers will be trained in pandemic related symptom identification.

- 5) The Head Custodian will ensure that all building bathrooms are continually stocked with soap and paper towels.
- 6) The Head Custodian will ensure that all student contact spaces are sanitized on a daily basis; hand washing signs will be posted.
- 7) Teachers, building staff, and administrators will remind students to cover their coughs and sneezes.
- 8) Informational literature will be sent home identifying the protocols parents should use to keep kids home (Appendix A).
- 9) District health professionals will be encouraged to obtain flu shot vaccinations.
- 10) Building administration will arrange for a standard informational mailing to go out to parents and guardians on the following topics (Appendix A).

In order to ensure educational continuity in the event of an extended emergency, the following steps will be implemented by the teaching staff with the assistance of administration in conjunction with all instructional supervisors and staff:

C. Continuity of Student Learning Preparation (Policy #2412) Home Instruction

Grade Groups	Instructional Resource	Comments
K to 3	<ul style="list-style-type: none"> ▪ Paper/consumable based assignments for Language Arts, Math, Science, Social Studies, and Specials uploaded into Oncourse. ▪ Zoom sessions for direct communication with students and/or parents. ▪ YouTube channel for mini lessons and read aloud. ▪ Reading bags to go home with books in English and Spanish. 	<ul style="list-style-type: none"> • Assignments sent via OnCourse • Paper-based assignments for students without device • Teachers will be provided with a daily instructional schedule where they check in and check out with students and administration • Modifications/Accommodations provided in accordance with IEPs
6 to 12	<ul style="list-style-type: none"> ▪ Paper/consumable based assignments for Language Arts, Math, Science, Social Studies, and Specials uploaded into Oncourse. 	<ul style="list-style-type: none"> • Assignments sent via OnCourse • Paper-based assignments for students without device

	<ul style="list-style-type: none"> ▪ Zoom sessions for direct communication with students and/or parents. ▪ YouTube channel for mini lessons and read aloud. ▪ Reading bags to go home with books in English and Spanish. 	<ul style="list-style-type: none"> ● Zoom sessions for direct communication with students and/or parents. ● Teachers will be provided with a daily instructional schedule where they check in and check out with students and administration ● Modifications/Accommodations provided in accordance with IEPs
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Related Services and students receiving Eligible for Speech and Language Services: OnCourse lessons assigned by related services staff to target IEP goals and objectives; paper-based assignments for students without device and/or WIFI.

Counseling/Social Worker services will be provided via phone conference if warranted to address relevant concerns.

Section 504: School Counselors/Social Workers to monitor and provide additional support per individual plans.

D. Stock

- 1) The Head Custodian will ensure ample storage of appropriate and adequate sanitation supplies such as soap, alcohol gel, and tissues in all bathrooms.
- 2) All classrooms will receive hand sanitizing gel for regular use.
- 3) The Director of Technology will monitor and maintain an offsite data file backup for all electronically stored data on a regular basis.

Response

A. Protocol - Schools Open

B. Protocol - Schools Closed

C. Other Core Operations

A. Protocol - Schools Open

When necessary, the CAO/Lead Person will initiate and oversee the response process:

Central Office

- The Coordinator of Parent Engagement will send out message via School Messenger and the district website informing parents that some students are sick but schools remain open, encouraging the school community to refer to handbooks, the school calendar, and school website for additional information.
- The COO will provide updates and the latest research information to staff, students, and parents via the district website and School Messenger.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments and provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students.
- Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the illness period to report absences.

Teachers

- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

Building Administration

- Support and endorse nursing decisions.
- Monitor and report absences to central office.

Director of Technology/ Parent Coordinator

- Send out School messages and relevant information as necessary on a regular basis.
- Regular update of website.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.

- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer,
- janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to CEO, CAO, COO and building nurse immediately (Appendix B).
- Reinforce student infection control procedures.
- Send students who appear ill to the school nurse.

School Counselors/ Child Study Team

- Promote students, faculty, and staff mental well-being during the event via in-services, individual and group counseling sessions.

Addressing Stigma

Stigma can affect people, places, or things. It occurs when people associate a risk with something specific—like a minority population group—and there is no evidence that the risk is greater in that group than in the general population. Stigmatization is especially common in disease outbreaks.

Example: A 2002 outbreak of severe acute respiratory syndrome (SARS) in China caused global concern. Unfortunately, fear also led to a great deal of stigma. Although there were no associated cases of SARS in America, many citizens began to avoid Chinatowns and other Asian-American communities—including Japanese, Korean, and Vietnamese peoples—throughout the United States because they believed those groups were at greater risk for spreading SARS.

Stigmatized groups may suffer psychologically and economically. They may be subjected to:

- Social avoidance or rejection
- Denial of healthcare, Education, housing, or employment
- Physical violence

Stigmatizing minority groups may also distract people from focusing on the real risks in a crisis situation. When only part of a population is perceived as being affected, others may incorrectly believe they are not at risk. By assuming they are safe, majority population groups may not take important public health precautions, unintentionally compromising their own health and well-being.

Crisis communicators must work to counter stigmatization during a disaster. Messages should reinforce real risks through accurate information and awareness. Images should reflect all people who are susceptible to getting sick. Ideally, public health messages will proactively address

possible stigma before it begins. However, prepared communicators should be ready to challenge any negative stigmatizing behaviors that do emerge.

Please note that there will be no transportation home for ill students.

B. Protocol (Schools Closed)

When necessary, the CAO/Lead Person will activate the response plan.

Main Office

- CEO & CAO/Lead Person closes the school when it is identified by the state; any non-academic events will be cancelled as well.
- Send out School Messenger, the district website informing parents that schools are closed; encourage school community to refer to handbooks, the school calendar, and school website for additional information.
- The COO will provide updates and the latest research information to staff, students, and parents via the district website, Catapult / email, and press releases.

School Nurse

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Provide health updates to central administration for posting on district website and informing parents through School Messenger.

Teachers

- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Grade work submitted through continuation of learning process.
- Log pupil, parent, staff contacts.
- Prepare lesson plans for the recovery phase.
- Complete reports as necessary.

Administration/Supervisors

- Implement their continuity of Education services plan.
- Check, monitor, and respond to voicemail and email messages on a daily basis.
- Monitor staff health and work performance.
- Complete reports as necessary.

Director of Technology & Family Coordinator

- Send out School Messenger messages and relevant information as necessary on a regular basis.
- Regular update of district website.

Custodial Staff

- Restock ample supply of sanitizing supplies.
- Take appropriate actions to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer,
- janitorial services, etc. appropriate to facilities based on their classification during an event.

School Counselors/ Social Worker

- Counselors/Social Workers will check, monitor, and respond to voicemail and email messages on a daily basis.
- Psychological first aid will be provided as necessary.

C. Other Core Operations

Payroll

- The Business Office will continue regular functioning.

Food Service

(Policy #'s - 8500 Food Service; 8505 Wellness and Nutrition; 8550 School Meal Program Arrears; 8540 Free or Reduced-Price Lunches/Milk)

- The Food Bank of South Jersey will arrange for food distribution in the Jr High School Building. They will be providing breakfast and lunch items to students who qualify for free meals.

Recovery

When necessary, the CAO/Lead Person will initiate the recovery process. School closure days as a result of this pandemic will not result in an extended school year if permissible per NJDOE; ten-month staff will remain through June 30th to complete any unfinished work.

Those students who can document illness to self or a member of the immediate family will have one additional month to make up missed work provided by the teacher and school; extenuating circumstances will also be taken into consideration.

Main Office

- Identify healthy staff to determine the feasibility of reopening schools.
- The COO will provide updates and the latest research information to staff, students, and parents via the district website and School Messenger.
- If appropriate, CAO/Lead Person will announce that LEAP Academy University Charter School is to reopen.

School Nurse

- The school nurse will continue with surveillance reporting procedures, conduct student as well as staff assessments, communicate with parents/guardians as well as provide updates to administration.
- The school nurse will serve as the primary authority for sending home sick staff and students. Students and staff deemed ill and having pandemic related symptoms will not remain at school and should return only after their symptoms resolve and they are physically ready to return to school; they will be required to remain at home for the infectious period.
- Student absences will be counted as excused and staff absences will be counted as sick days.
- Students and staff not reporting to school due to pandemic related symptoms and illness are only required to call once during the flu period to report absences.

Teachers

- Reinforce student infection control procedures. Send students to the school nurse who appear ill.
- Each classroom room teacher must maintain the structure of the class but have the class engage in a creative processing activity such as journal writing, discussion related to the event, tie in of content matter to event; this must happen for a minimum of one day.

Administration/Supervisors

- Support and endorse nursing decisions.
- Monitor and report absences to CEO, COO, CAO/Lead Person.

- Serve as the primary contact person and authorizing body for all activities.
- Maintain contact with parents/guardians as well as school community keeping them abreast of what the building is doing for the reestablishment of a positive school climate.
- Monitor grading/record keeping and assist in the reestablishment of a positive school climate.

Custodial Staff

- Ensure ample supply of sanitizing supplies and daily sanitizations.
- Ensure appropriate actions are taken to minimize the risk of viral transmission in school facilities to the greatest extent possible.
- Prepare all facilities for reliable functioning as part of community response efforts (e.g., a building used as an isolation facility).
- Prepare to restore facilities to their normal use.
- Assure the provision of power, telecommunications, heat and ventilation, water, sewer, janitorial services, etc. appropriate to facilities based on their classification during an event.

Secretarial Staff

- Utilize absentee questionnaire and forward all attendance information to building nurse immediately (Appendix B).
- Reinforce student infection control procedures.
- Send students to the school nurse who appear ill.

School Counselors/Social Workers

- Promote students, faculty, and staff mental well-being during the event via in-services, individual and group sessions.
- Assessment of functioning and needs of students via referral system.
- Follow up with referrals.
- Follow up with students who called in/made contact during response.
- Stabilization groups will be conducted for students who cannot cope in the classroom setting.
- Coping groups will be conducted for the purpose of preventing post-traumatic stress.
- Conduct seminars for parents related to support, information, and referral services.

Reactions to Stress

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping

- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries — remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.
- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

Head Custodian - Buildings and Grounds

- The school will be sanitized under the direction of the Head Custodian.

Appendix A

What is Pandemic? A “pandemic” is a disease that spreads all over the world and affects a large number of people. If you are caring for a loved one during a pandemic, it’s important to take steps to protect yourself and others. Always follow the most current advice of the U.S. Department of Health and Human Services and your local Health Department.

Prevention:

These healthy habits will help keep you and others from getting and passing on the virus:

- Clean your hands often with soap and water or alcohol-based hand sanitizer.
- Cover your mouth and nose with a tissue when you cough or sneeze and clean your hands afterward. Put used tissues in a wastebasket.
- Cough or sneeze into your upper sleeve if you don’t have a tissue.
- Keep your hands away from your eyes, nose and mouth to prevent germs from entering your body. Also, a person with signs of the virus should stay home from work, school and errands and avoid contact with others.
- **Disinfectant:** 1 gallon of water, 1/4 cup bleach, mix up a fresh batch every time you use it.
- **OBTAIN A FLU SHOT.**

To limit the spread of germs and prevent infection:

- Teach your children to wash hands frequently with soap and water and model the correct behavior.
- Teach your children to cover coughs and sneezes with tissues and be sure to model that behavior.
- Teach your children to stay away from others as much as possible if they are sick.
- Stay home from work and school if sick.

Caregivers should always wash their hands before providing care. Afterward, wash again and apply alcohol-based hand sanitizer as well. Follow these steps for proper hand hygiene:

- Wet hands with warm, running water and apply liquid soap.
- Rub hands vigorously for 20 seconds, covering all surfaces and fingers.
- Scrub nails by rubbing them against the palms of your hands.
- Rinse your hands with water.
- Dry your hands thoroughly with a paper towel and use it to turn off the faucet. A shared towel will spread germs.

Preparation:

You can prepare for a pandemic now. You should know both the magnitude of what can happen during a pandemic outbreak and what actions you can take to help lessen the impact of an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu pandemic.

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home: During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.

Non-perishable foods

- ~Ready to eat canned meats, fruits, vegetables, soups
- ~Protein or fruit bars
- ~Dry cereal or granola
- ~ Peanut butter and jelly
- ~Dried fruit, nuts, trail mix
- ~Baby formula
- ~Crackers
- ~Canned juices
- ~Bottled water
- ~Canned or jarred baby food
- ~Baby formula
- ~Pet food

Health and emergency supplies

- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol-based hand wash
- ~Medicines for fever, such as acetaminophen (aspirin) or ibuprofen (Motrin)
- ~Thermometer
- ~Antidiarrheal medications
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Flashlight with extra batteries
- ~Portable radio with extra batteries
- ~Manual can opener
- ~Garbage bags
- ~Tissues, toilet paper, disposable diapers

To plan for a pandemic:

- Ask your doctor and insurance company if you can get an extra supply of your regular prescription drugs.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for a pandemic.

Cold Symptoms	Flu Symptoms	COVID-19 Symptoms
Stuffy nose	Fever	Fever
Sneezing	Headache	Cough
Sore throat	Often and severe aches	Shortness of breath
Mild to moderate chest discomfort/cough	Extreme exhaustion	*Be mindful of recent travel or contact with people who recently traveled.
	Stuffy nose	
	Sneezing	
	Sore throat	

Communication:

The CAO/Lead Person, COO and Parent Engagement Coordinator will provide updates and the latest research information to staff, students, and parents via the district website and School Messenger.

For more information, call your healthcare provider or visit the CDCs 2019 Novel Coronavirus Situation Summary at:

<https://www.cdc.gov/coronavirus/2019-ncov/summary.html>

Reactions to Stress:

Managing Fears and Anxiety around Coronavirus

As information about Coronavirus unfolds, there can be a wide range of thoughts, feelings and reactions. Below is some helpful information.

Common Reactions: Please recognize that there can be a wide range of reactions and that over the next few days or weeks you may experience periods of:

- Difficulty concentrating and sleeping
- Anger
- Hyper-vigilance to your health and body
- Anxiety, worry, panic
- Feeling helplessness
- Social withdrawal

Ways to Manage Fears & Anxieties:

- Get the facts. Stay informed. For further information, see the dedicated CDC website. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- Keep things in perspective. Limit worry and agitation by lessening the time you spend watching or listening to upsetting media coverage. Although you'll want to keep informed — especially if you have loved ones in affected countries —

remember to take a break from watching the news and focus on the things that are positive in your life and things you have control over.

- Be mindful of your assumptions about others. Someone who has a cough or a fever does not necessarily have coronavirus. Self-awareness is important in not stigmatizing others in our community.
- Stay healthy. Adopting healthy hygienic habits such as washing your hands with soap and water or an alcohol-based hand sanitizer, frequently, and certainly after sneezing or before/after touching your face or a sick person. Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. Avoid touching your eyes, nose and mouth. Avoid contact with others who are sick and stay home while sick.
- Keep connected. Maintaining social networks can help maintain a sense of normalcy, and provide valuable outlets for sharing feelings and relieving stress.
- Seek additional help. Individuals who feel an overwhelming worry or anxiety can seek additional professional mental health support. You may call your school counselor (who will be available as usual when school is open and via phone and email if school is closed).

Appendix A1

Communication for
Staff Members:

Staff members are not to communicate with the media; the following statement should be utilized when questions and/or concerns from the media and/or the public arise:

LEAP is taking all necessary measures to protect students, staff, and provide a continuity of operations as required. Added information will be provided from the CAO/Lead Person's office when it becomes available.

Plan Distribution:
access it if and when

Please store and keep this plan in a safe place where you can access it if and when necessary.

Grading
Expectations:
schools are
closed.

Teachers are asked to grade assignments as they come in through OnCourse.

Work Related
Responsibilities
During Extended
School Closures:

Teachers are asked to maintain contact with students via OnCourse, Zoom, phone, or email while school is closed; logs are to be maintained.

Student Expectation
Communication/
Rubrics:

Teachers are required to communicate grading expectations for assignments in the case of an extended school closure.

Appendix B

Absentee Questionnaire for COVID-19

This form is to be completed by office staff if/when he/she receives a phone call for illness related reasons. This information is to be forwarded to the school nurse for informational purposes only.

Student Name: _____ Grade: _____ Date: _____

	Yes	No
1. Have a fever _____(Temperature:_____)	_____	_____
2. Have a cough _____	_____	_____
3. Shortness of breath _____	_____	_____
4. Under care of doctor _____	_____	_____
5. Travelled out of the country _____	_____	_____
6. Contact with people who traveled out of country _____	_____	_____

Please forward to the school nurse on a daily basis one hour after taking attendance.

Appendix D

LEAP Academy University Charter School Weekly Pandemic Census

When 15 percent or more of the school student and/or staff population is absent due to pandemic related symptoms, use this form to report weekly to Camden County Health Services Public Health Division's Communicable Disease Programs.

Name of School **LEAP Academy University Charter School**

Phone Number _____

Week Ending _____

K to 12: _____

City: Camden

School District: **LEAP Academy University Charter School**

Reporting Individual _____ Phone _____

Students

Number of students absent with flu-like illness this week _____

Total number of students enrolled in your school _____

ADA for the week _____

Staff/Faculty

Number of staff/faculty absent with flu-like illness this week _____

Total number of staff/faculty employed in your school _____

Assistance Needed/Comments:

**Fax this form each Friday during the period of Heightened Surveillance
to NJ LINCS Agency**

Appendix E

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county Health Department, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If the pandemic continues to spread and more students become ill, health officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing school will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and homeschooling.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
 1. Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 2. Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 3. Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

SCHOOL CLOSURE

Sample Press Releases

- Camden County health officials have ordered the closure of schools as a result of a pandemic outbreak in our county.
- Schools may be closed for an extended period of time (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because a pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of a pandemic as they would colds and other flu by taking the following precautions:
 1. Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 2. Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 3. Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

Camden County COVID-19 Preparedness Plan



DISTRICT NAME: LEAP Academy University Charter School

DISTRICT CONTACT: Dr. Alberto Rivera-Rivera, CAO/Lead Person

rivera-rivera@leap.rutgers.edu

Essential Employees:

<u>Contact</u>	<u>Title</u>	<u>Phone Number/ Extension</u>	<u>Email Address @leap.rutgers.edu</u>
Dr. Gloria Bonilla-Santiago	Chairperson, Board of Trustees		gloriab@camden.rutgers.edu
Dr. Alberto Rivera-Rivera	Chief Academic Officer/ Lead Person	856-614-3234/ 701112	rivera-rivera@leap.rutgers.edu
Stephanie Weaver-Rogers	Chief Operating Officer		swr@camden.rutgers.edu
Kathleen Jackson-Hill	Chief Finance Officer	856-614-3244/ 701108	kjacksonhill@leap.rutgers.edu
Dr. Vilmina Rivera	Chief Medical Officer	856-614-5601/ 701011	vsrivera@leap.rutgers.edu
Clara McCauley	Licensed Practical Nurse	856-614-5610/ 701021	cmccauley@leap.rutgers.edu
Samantha Deletto	School Nurse	856-614-2097/ 2097	sdeletto@leap.rutgers.edu
Stephanie Maratea	School Nurse	856-614-5091/ 5091	smaratea@leap.rutgers.edu
Mikael Matthews	School Nurse	Ext. 700606	mmathews@leap.rutgers.edu
Leda Hernandez-Diaz	Director of Wellness Center	856-614-5792/ 5792	lhernandezdiaz@leap.rutgers.edu
Mildred Davis	HR Manager	856-614-5785/ 701107	mdavis@leap.rutgers.edu
Beverly Johnson	Payroll Manager	856-614-5090/ 705090	bjohnson@leap.rutgers.edu
Norma Agron	Director of Transportation, Recruitment & Enrollment	856-614-5089/ 5089	normar@leap.rutgers.edu
Diana Crespo	Assistant Director Enrollment & Transportation	856-614-3242/ 3242	dcabassa@leap.rutgers.edu
Grace Begley	Enrollment Specialist	856-614-2092/ 2092	gbegley@leap.rutgers.edu
Theodore Johnson, Jr.	Coordinator of Enrollment & Retention	856-614-5789/ 5789	ttheodorejohnson@leap.rutgers.edu
Stevenson Pierre-Jacques	Director of IT	856-614-3233/ 701111	pjsteve@leap.rutgers.edu
Dennis Rivera	Director of Safety and Security	856-614-5780/ 700906	dennisrivera@leap.rutgers.edu
Marchelle R. Roberts	Director College Access	856-614-3235/ 703235	mroberts@leap.rutgers.edu
Stephanie Paduani-Gomez	College Access: K-3 Elementary School	856-614-9404/ 9404	spaduaniomez@leap.rutgers.edu

Jozian Molina	College Access: Jr. High School	856-614-3292/ 5799	jmolina@leap.rutgers.edu
Amir Ayres	College Access: Jr. High School	856-614-3243/ 3243	aayers@leap.rutgers.edu
Charles Benito	Director of Assessment	856-614-5765/ 5765	cbenito@leap.rutgers.edu
Ramon Santiago	Supervisor of Math K to 12	856-614-5097/ 5097	rsantiago@leap.rutgers.edu
Tugba Hoguet	Supervisor of ESL	856-614-5764/ 5764	thoguet@leap.rutgers.edu
Tameka Matthews	Director of Special Services	856-614-5080/ 5080	tmatthews@leap.rutgers.edu
Christopher McCrum	Director of Fab Lab	856-614-5776/ 700314	cmccrum@leap.rutgers.edu
Rafael Miranda	Director of PRAC-VAPA	856-614-7124/ 7124	rmiranda@leap.rutgers.edu
Dana Pilla	Director of Online Programs		dpilla@leap.rutgers.edu
Maria Cruz	Director of Parent Engagement	856-614-5084/ 5084	mcruz@leap.rutgers.edu
Ian Fallstich	Assistant Academic Officer & Principal HS	856-614-5641/ 700415	ifallstich@leap.rutgers.edu
Barbara Dunlap	Principal K to 3	856-614-5617/ 5617	bdunlap@leap.rutgers.edu
Lisely Mendez	Principal 4 to 8	856-614-5088/ 5088	lmendezrivera@leap.rutgers.edu
Jovita Veguilla	Principal 4 to 8	856-614-3292/ 7103	jveguilla@leap.rutgers.edu
Kaitlyn McWilliams	Vice-Principal K to 8	856-614-5049/ 5049	kmcwilliams@leap.rutgers.edu
Scott Lunn	Vice Principal 4-5	856-614-3292/ 5605	slunn@leap.rutgers.edu
Kassandra Alvarado	Dean of Students	856-614-5640/ 700607	kalvarado@leap.rutgers.edu
Lisa Lozada-Shaw	Social Worker K to 5	856-614-5773/ 701025	llozada-shaw@leap.rutgers.edu
Michelle Roman-Colon	District Office Manager	856-614- 5085/701114	mroman@leap.rutgers.edu
Gina Torres	Office Manager, Lower School: K to 3	856-614-2088/ 2088	gtorres@leap.rutgers.edu
Lidia Rivera	Office Manager, STEM: grades 5 to 6	856-614-3282/ 5799	lrivera@leap.rutgers.edu
Nellybell Nunez	Office Manager, Jr. High School	856-614-5049/ 5049	nnunez@leap.rutgers.edu
Carmen Muniz	Office Manager, High School	856-614-5640/ 700414	cmuniz@leap.rutgers.edu
Britanny Graeber	Social Worker 6 to 12	856-614-5774/ 701024	bgraeber@leap.rutgers.edu
Raul Agosto	Facilities Mechanic	856-614-5050/ 5050	ragosto@leap.rutgers.edu
Dana Robertson	Special Programs Coordinator	856-614-5779/ 700311	drobertson@leap.rutgers.edu
Michele Pastorello	Executive Chef	856-614-5081/ 5081	mpastorello@metzcorp.com

Staffing Considerations:

- The district will require the school-based and districtwide administration staff, Health clinic staff, cleaning staff, food services, and security staff to report to the school building to continue to provide services.
- Teachers will work from home to implement the remote learning experience to all students.
- The district will make considerations for staff members who may bring in doctor's notes who believe that they are possibly infected or have a presumptive positive or confirmation. In cases where teachers are actually sick and not able to interact with students remotely or prepare assignments, the leadership team of each school will develop substitute teacher plans.
- We recommend that staff drive and not take public transportation to work to avoid spreading any virus. Otherwise work remotely.

County Remote Learning Environment

- The district defines a "remote learning environment" as an environment for learning outside of the school building that consists of 20 hours of remote learning per week (4 hours daily of instruction and/or learning opportunities) where students will have electronic access to teachers. Under this learning method, all instruction will be developmentally appropriate.

Alternatives to Remote Learning

For K to 3 grade students, teachers will provide instruction by means of remote learning, provide parents with paper packets of materials (for 10 days or more) and links to online resources (using OnCourse). Electronic devices will be distributed to K to 3 students if needed. Parents who do not have a computer will be provided with one.

Accommodations for Vulnerable Populations

The district is committed to ensuring that all vulnerable populations within the district who may require special considerations to address issue of equity and access.

Special Education

- Special Education and ELS directors will have phone conference with parents for annual review and to address questions and concerns. OT and Speech therapist will prepare packets to send home with students and will be available to students and parents via Zoom and/or OnCourse.
- The district will review all IEP's to maximize the ability to meet the student's needs.

Accommodations of Meals (for students eligible for free and reduced lunch)

As a part of a county-wide agreement, the district affirms that no matter where the students attend school, **students will be fed in-district**. This includes students in out of district placements, attend districts via school choice, attend private schools or attend another school due to a send/relationship.

The Food Bank of South Jersey have proposed that they distribute two weeks' worth of nonperishable food in bagged meals. Students will come to the door of the Jr. High School Building and be handed the bag. (STEM Upper Elementary School, 532 Cooper Street, Camden, NJ 08102; (856) 614-3293).

Attendance

- For the purpose of identifying a student as “present” the district affirms that if a student is being instructed from home via online is present.
- To the extent possible, the district will try to make sure that at least one teacher has contact with a student every day for a minimum of 4 hours.

Grading

Students will receive grades for completed work and entered in OnCourse Systems for Education (for grades K to 12). In addition, for completed packets submitted to teachers upon their return to school and interaction with teachers in grades K to 3, they will grade school work accordingly.

Technology

- For students that have a device, but no internet access (based on the survey parents submitted) the district Office of Parents Affairs and Family Support will partner with Comcast to provide additional access and offered it to eligible families (communication sent to all parents).
- The district will ensure that all students with devices (grades K to 12) are in working order.
- The district will be sending home paper packets for students without a device and maintain communication via Zoom.

Communication Plan to inform community of school shutdown

In the event of a closure, the district will immediately communicate with parents and the community through:

- School Messenger
- Letter
- Announcement on Website
- Facebook

The district will reassess and adapt accordingly to an online teaching program for the rest of the year.

Large Group Gatherings

- The District has canceled all events that require a large crowd of people.
- SAT sessions will be rescheduled accordingly.
- Once the school closes, all gatherings will be cancelled.

Fields Trips

- All field trips have been cancelled until at least April 3rdst.

Counseling/Social Emotional Considerations

- Upon reopening, the district Family Support unit and all staff will make considerations to provide support around COVID-19 and any possible family related incidents/deaths that students may have experienced during closure.

Testing

ACCESS testing may be on hold until the school reopens.

Athletics

All athletic programs will be discontinued until schools reopen.

Resource Sharing

The district commits to partnering with other districts and community partners to maximize its ability to meet the needs of its students and support others as needed.

Grades K-3 Expectations and Protocols

Daily Work Schedule

- Teachers log onto lower school staff video call at 7:45 am.
- Lower school staff video call will begin at 7:50 am and conclude at 8:15 am.
- Lower School teachers will check email and communicate with families from 8:15 am until 9:00 am.
- Teachers will provide lessons, office hours, attend grade level video calls and have an assigned meal period between 9:00 am until 2:00 pm each day as assigned (see schedule below).
- Teachers will provide 15 minute lessons (recorded via zoom) for each unique course they teach each day. Teachers will post these recorded lessons to google classroom and class dojo as well as providing a link to their private YouTube channel on their OnCourse page.
- Teachers will post times and login information for lessons (recorded via zoom) on their OnCourse page and on the learning management platform they are utilizing (google classroom or class dojo).
- Teachers will provide 60 minutes of open office hours via zoom video conference each day, with at least 30 minutes of open office hours in the morning and 30 minutes of open office hours in the afternoon.
- Teachers will post times and login information for open office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or class dojo).
- In addition to conducting 60 minutes of open office hours via zoom video conference each day, the teacher will provide opportunities for students/parents to schedule on demand personal appointments for office hours with the teacher for a minimum window of 60 minutes each day. This window of time for appointments may not be continuous; and should preferably be 30 minutes in the am and 30 minutes in the pm where possible.
- Teachers will post times and the link for scheduling on demand personal appointments for office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or class dojo).
- Teachers will utilize calendly.com to provide on demand personal appointments for office hour scheduling of video conferences with parents and students. Appointments should be configured to for a duration of 10 minutes and linked to the teacher's outlook account and zoom account (as meeting location).
- Teachers will have from 2:00 pm until 2:30 pm to respond to emails and other communications. All communications received by 2:00 pm from students/parents must be responded to by the end of that day.
- Teachers will have common planning time from 2:30 pm until 3:15 pm each day.
- Master Schedule by grade:

		Kinder	First	Second	Third	Electives
7:45	8:15	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet
8:15 AM	9:00 AM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
9:00 AM	9:30 AM	Grade Mtg	ELA Lessons	Office Hours	ELA Lessons	K-1 Lessons
9:30 AM	10:00 AM	ELA Lessons	Grade Mtg	ELA Lessons	Office Hours	Office Hours
10:00 AM	10:30 AM	Office Hours	Office Hours	Grade Mtg	Office Hours	Office Hours
10:30 AM	11:00 AM	Office Hours	Office Hours	Office Hours	Comm / Grading	Comm / Grading
11:00 AM	11:30 AM	Lunch	Lunch	Lunch	Lunch	Lunch
11:30 AM	12:00 PM	SCI/SS Lesson	SCI/SS Lesson	SCI/SS Lesson	SCI/SS Lesson	Office hours
12:00 PM	12:30 PM	Comm / Grading	Comm / Grading	Comm / Grading	Office Hours	2-3 Lessons
12:30 PM	1:00 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
1:00 PM	1:30 PM	Math Lessons	Math Lessons	Math Lessons	Math Lessons	Dept Mtg
1:30 PM	2:00 PM	Office Hours	Office Hours	Office Hours	Grade Mtg	Office Hours
2:00 PM	2:30 PM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
2:30 PM	3:15 PM	CPT	CPT	CPT	CPT	CPT

Daily Lesson Requirements

- The daily lesson (recorded via zoom) will require a video with 15 minutes of direct instruction. Direct Instruction should include detailed modelling of the outcomes expected for each lesson. The recording of the lesson (via zoom) should be posted to the teachers private you-tube channel. The recording of the lesson should not exceed 25 minutes.
- Supporting instructional resources including articles, textbook excerpts, ancillary videos and additional readings will be provided. Supporting materials are to be included in the packet to be sent home with the student as well as posted in the daily homework section in the OnCourse lesson planning system (this will allow parents to access it remotely).
- Expected student work that is sent home is to be aligned with the current unit and expected standards to be mastered in this unit.
- Teachers should provide a brief 'exit ticket' assessment opportunity ranging from 1 to 3 questions that can be posted/and answered via your learning platform that is easily accessed and answered via a smartphone. This exit opportunity will be used to determine student daily attendance.

Gradebook Requirements

- District grading requirements continue, including classwork, quizzes, projects, tests, etc.
- All assignments including daily 'exit ticket' assessments should be recorded in the gradebook

OnCourse Posting & Student/Family Communication

- Teachers will be communicating with students and parents via the class dojo app and email.
- Teachers will utilize zoom video conferencing to facilitate lessons (recorded), office hours, and individual video conference appointments. [Click here to see a video on setting up a zoom video account - https://youtu.be/KBYZ-KVqfv0](https://youtu.be/KBYZ-KVqfv0)
- Teachers will utilize calendly.com to schedule individual video conference appointments via an on demand basis. [Click here to see video on setting up 10 minute videos on Calendly.com and linking your new account to Office 365 and Zoom - https://www.youtube.com/watch?v=QUOTtqHjdj4](https://www.youtube.com/watch?v=QUOTtqHjdj4)
- Teachers will post the following to their OnCourse web page:
 - Teacher email address
 - Link to sign up for class dojo notifications
 - Time and link for daily lessons (recorded via zoom)
 - Link to the teachers private YouTube channel to view previously recorded lessons
 - Time and link for daily group office hours - include the call in phone number
 - Time and link for individual video conference appointments to be schedule via an on demand basis (calendly.com)
 - Link to learning management platform - google classroom or class dojo (include class codes for google classroom)
 - Link to common online resources utilized in the course (I.e. imaginelearning.com)
 - Listing of daily assignments posted through the OnCourse homework tab
 - Follow up on parents/students not completing daily requirements with 1-1 phone calls. Recommend that you set up a google voice phone number previously emailed.
- Instructional Assistants will be assigned as follows to assist grade level teachers:
 - Melissa Rivera Clark, Hicks, Howell, Albright
 - Griseida DeJesusMarrero, Tillman, Griffith, Meslar
 - Tonya McFaddenHudock, Morales, Chambers, Merrill
 - Alisha PondexterCloherty, McDowell, Dugary, Carpenter
 - Joan RodriguezEdwards, Chohan, Derenzo, Orlina
 - Chandra BarzayMauger, Jarrett, Stephens, Pierce

--IA's will assist with parent follow up calls regarding completion of daily expectations. Teachers will need to provide contact number, reason for call to be made and what needs to be done each day for the student to get daily credit. Ex) expected time logged into Imagine Learning with assignments completed, daily exit ticket on Class Dojo or time logged into Envision. All of which can be done on a phone app.

Grades 4 to 8 Expectations and Protocols

Daily Work Schedule

- Teachers log onto school staff video call at 7:45 am.
- Staff video call will begin at 7:50 am and conclude at 8:15 am.
- Teachers will check email and communicate with families from 8:15 am until 9:00 am.
- Teachers will provide lessons, office hours, attend grade level video calls and have an assigned meal period between 9:00 am until 2:00 pm each day as assigned (see schedule below).
- Teachers will provide 15 minute lessons (recorded via zoom) for each unique course they teach each day. Teachers will record these lessons and can link them to their learning management platform (google classroom, OnCourse Calendar or canvas)
- Teachers will post times and login information for lessons on their OnCourse page and on the learning management platform they are utilizing (google classroom or canvas).
- Teachers will provide 60 minutes of open office hours via zoom video conference each day, with at least 30 minutes of open office hours in the morning and 30 minutes of open office hours in the afternoon.
- Teachers will post times and login information for open office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or class dojo).
- In addition to conducting 60 minutes of open office hours via zoom video conference or other platforms each day, the teacher will provide opportunities for students/parents to schedule on demand personal appointments for office hours with the teacher for a minimum window of 60 minutes each day. This window of time for appointments may not be continuous, and should preferably be 30 minutes in the am and 30 minutes in the pm where possible.
- Teachers will post times and the link for scheduling on demand personal appointments for office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or canvas).
- Teachers will utilize calendly.com to provide on demand personal appointments for office hour scheduling of video conferences with parents and students. Appointments should be configured to for a duration of 10 minutes and linked to the teacher’s outlook account and zoom account (as meeting location).
- Teachers will have from 2:00 pm until 2:30 pm to respond to emails and other communications. All communications received by 2:00 pm from students/parents must be responded to by the end of that day.
- Teachers will have common planning time from 2:30 pm until 3:15 pm each day.
- Master Schedule by grade:

		4th	5th	6 th	7th	8th	Specials
7:45	8:15	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet
8:15 AM	9:00 AM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
9:00 AM	9:30 AM	4th Grade Level Mtg	Lessons	Lessons	Lessons	Lessons	Lessons
9:30 AM	10:00 AM	Office Hours	5thGrade Level Mtg	Office Hours	Lessons	Lessons	Office Hours
10:00 AM	10:30 AM	Lessons	Office Hours	6thGrade Level Mtg	Office Hours	Office Hours	Office Hours
10:30 AM	11:00 AM	Comm / Grading	Comm / Grading	Comm / Grading	7thGrade Level Mtg	Comm / Grading	Comm / Grading
11:00 AM	11:30 AM	Lunch	Lunch	Lunch	Lunch	8thGrade Level Mtg	Lunch
11:30 AM	12:00 PM	Office Hours	Office Hours	Office Hours	Comm / Grading	Lunch	Office Hours
12:00 PM	12:30 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours	Lessons
12:30 PM	1:00 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
1:00 PM	1:30 PM	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
1:30 PM	2:00 PM	Lessons	Lessons	Lessons	Office Hours	Office Hours	Dept Mtg
2:00 PM	2:30 PM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
2:30 PM	3:15 PM	CPT	CPT	CPT	CPT	CPT	CPT

Daily Lesson Requirements

- The daily lesson will require 5-10 minutes of direct instruction. Direction instruction should be followed by 5 to 10 minutes of guided practice / checking for understanding. The lesson should not exceed 25 minutes.
- Supporting instructional resources including articles, textbook excerpts, ancillary videos and additional readings should be utilized.
- Students should be provided an opportunity for independent practice and learning activities that support the learning objective. The opportunities include class discussions, writing prompts and projects.
- Teachers should provide a brief 'exit ticket' assessment opportunity ranging from 1 to 3 questions that can be posted/and answered via your learning platform that is easily accessed and answered via a smartphone. This exit opportunity will be used to determine student daily attendance.

Gradebook Requirements

- District grading requirements continue, including classwork, quizzes, projects, tests, etc.
- All assignments including daily 'exit ticket' assessments should be recorded in the gradebook

OnCourse Posting & Student/Family Communication

- Teachers will be communicating with students and parents via the remind app and email.
- Teachers will utilize zoom video conferencing to facilitate lessons (recorded), office hours, and individual video conference appointments. [Click here to see a video on setting up a zoom video account - https://youtu.be/KBYZ-KVqfv0](https://youtu.be/KBYZ-KVqfv0)
- Teachers will utilize calendly.com to schedule individual video conference appointments via an on demand basis. [Click here to see video on setting up 10 minute videos on Calendly.com and linking your new account to Office 365 and Zoom - https://www.youtube.com/watch?v=QUOTtqHjdj4](https://www.youtube.com/watch?v=QUOTtqHjdj4)
- Teachers will post the following to their OnCourse web page:
 - Teacher email address
 - Link to sign up for Remind notifications
 - Time and link for daily lessons
 - Time and link for daily group office hours - include the call in phone number
 - Time and link for individual video conference appointments to be schedule via an on demand basis (calendly.com)
 - Link to learning management platform - google classroom or Edmodo (include class codes for google classroom)
 - Link to common online resources utilized in the course (I.e. Pearson Realize)
 - Listing of daily assignments posted through the Oncourse homework tab

Grades 9 -12 Expectations and Protocols

Daily Work Schedule

- Teachers log onto high school staff video call at 7:45 am - <https://us04web.zoom.us/j/8966453028>
- High school staff video call will begin at 7:50 am and conclude at 8:15 am.
- High school teachers will check email and communicate with families from 8:15 am until 9:00 am.
- Teachers will provide Lessons, office hours, attend grade level video calls and have an assigned meal period between 9:00 am until 2:00 pm each day as assigned (see schedule below).
- Teachers will provide 15 minute Lessons for each unique course they teach each day. Teachers will record these lessons and can post them their private YouTube channel and link them to their learning management platform (google classroom or canvas)
- Teachers will post times and login information for Lessons on their OnCourse page and on the learning management platform they are utilizing (google classroom or canvas).
- Teachers will provide 60 minutes of open office hours via zoom video conference each day, with at least 30 minutes of open office hours in the morning and 30 minutes of open office hours in the afternoon.
- Teachers will post times and login information for open office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or class dojo).
- In addition to conducting 60 minutes of open office hours via zoom video conference each day, the teacher will provide opportunities for students/parents to schedule on demand personal appointments for office hours with the teacher for a minimum window of 60 minutes each day. This window of time for appointments may not be continuous, and should preferably be 30 minutes in the am and 30 minutes in the pm where possible.
- Teachers will post times and the link for scheduling on demand personal appointments for office hours on their OnCourse page and on the learning management platform they are utilizing (google classroom or canvas).
- Teachers will utilize calendly.com to provide on demand personal appointments for office hour scheduling of video conferences with parents and students. Appointments should be configured to for a duration of 10 minutes and linked to the teacher’s outlook account and zoom account (as meeting location).
- Teachers will have from 2:00 pm until 2:30 pm to respond to emails and other communications. All communications received by 2:00 pm from students/parents must be responded to by the end of that day.
- Teachers will have common planning time from 2:30 pm until 3:15 pm each day.
- Master Schedule by grade:

		Math	Science	ELA	Soc Stud	Electives	12th Grade
7:45	8:15	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet	Morn Staff Meet
8:15 AM	9:00 AM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
9:00 AM	9:30 AM	Dept Mtg	Lessons	Lessons	Office Hours	Office Hours	Off Hrs / Liv Les
9:30 AM	10:00 AM	Office Hours	Dept Mtg	Lessons	Office Hours	Office Hours	Off Hrs / Liv Les
10:00 AM	10:30 AM	Office Hours	Office Hours	Dept Mtg	Office Hours	Office Hours	Off Hrs / Liv Les
10:30 AM	11:00 AM	Office Hours	Office Hours	Office Hours	Comm / Grading	Lessons	Office Hours
11:00 AM	11:30 AM	Lunch	Lunch	Office Hours	Lunch	Lessons	Comm / Grading
11:30 AM	12:00 PM	Comm / Grading	Comm / Grading	Lunch	Lessons	Lunch	Lunch
12:00 PM	12:30 PM	Office Hours	Office Hours	Comm / Grading	Lessons	Comm / Grading	Off Hrs / Liv Les
12:30 PM	1:00 PM	Lessons	Office Hours	Office Hours	Office Hours	Office Hours	Dept Mtg
1:00 PM	1:30 PM	Lessons	Office Hours	Office Hours	Office Hours	Dept Mtg	Off Hrs / Liv Les
1:30 PM	2:00 PM	Office Hours	Lessons	Office Hours	Dept Mtg	Office Hours	Off Hrs / Liv Les
2:00 PM	2:30 PM	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading	Comm / Grading
2:30 PM	3:15 PM	CPT	CPT	CPT	CPT	CPT	CPT

Daily Lesson Requirements

- The daily lesson (recorded via zoom) will require a video with 5-10 minutes of direct instruction. Direct instruction should be followed by 5 to 10 minutes of guided practice / checking for understanding. The recording of the lesson should be posted to the teachers private you-tube channel. The recording of the lesson should not exceed 25 minutes.
- Supporting instructional resources including articles, textbook excerpts, ancillary videos and additional readings should be utilized.
- Students should be provided an opportunity for independent practice and learning activities that support the learning objective. The opportunities include class discussions, writing prompts and projects.
- Teachers should provide a brief 'exit ticket' assessment opportunity ranging from 1 to 3 questions that can be posted/and answered via your learning platform that is easily accessed and answered via a smartphone. This exit opportunity will be used to determine student daily attendance.

Gradebook Requirements

- District grading requirements continue, including classwork, quizzes, projects, tests, etc.
- All assignments including daily 'exit ticket' assessments

OnCourse Posting & Student/Family Communication

- Teachers will be communicating with students and parents via the remind app and email.
- Teachers will utilize zoom video conferencing to facilitate lessons (recorded), office hours, and individual video conference appointments. [Click here to see a video on setting up a zoom video account - https://youtu.be/KBYZ-KVqfv0](https://youtu.be/KBYZ-KVqfv0)
- Teachers will utilize calendly.com to schedule individual video conference appointments via an on demand basis. [Click here to see video on setting up 10 minute videos on Calendly.com and linking your new account to Office 365 and Zoom - https://www.youtube.com/watch?v=QUOTtqHjdj4](https://www.youtube.com/watch?v=QUOTtqHjdj4)
- Teachers will post the following to their OnCourse web page:
 - Teacher email address
 - Link to sign up for respond notifications
 - Time and link for daily lessons (recorded via zoom)
 - Link to the teachers private YouTube channel to view previously recorded lessons
 - Time and link for daily group office hours - include the call in phone number
 - Time and link for individual video conference appointments to be schedule via an on demand basis (calendly.com)
 - Link to learning management platform - google classroom or canvas (include class codes for google classroom)
 - Link to common online resources utilized in the course (I.e. OPEN-LIT)
 - Listing of daily assignments posted through the OnCourse homework tab

Dear Mr/Ms Last name, First Name

As we move to remote learning, you will still required to clock in and out. Below is your KiosID/phone and Kios pin numbers

Phone number:

Pin number:

Site Address: <https://veritime.aesoponline.com/clock?Org=20382&KID=17728>

Time & Attendance
Formerly VeriTime

OFFSITE CLOCK IN/OUT
Sunday 03/15/2020

03:11 PM

KIOSK ID/PHONE NUMBER

KIOSK PIN

Log In

LEAP Academy University Charter School Laptop User Agreement

Student Name (print clearly) _____

Parent or Guardian (print clearly) _____

Laptop Model #: _____

Serial #: _____

Laptop #: _____

In accepting a loan of the LEAP's laptop from the **Technology Department**, I agree to the following conditions:

- I understand that the use of this laptop is a privilege and it is to be used solely for school purposes.
- I understand that I am responsible for the care and proper use of the laptop which includes the power adapter/ cord, original battery and carrying case.
- I will not leave the laptop unattended at any time.
- I will not let anyone else use this equipment and I am still responsible for its safety and return if I do.
- **Should any piece of equipment be lost, damaged, stolen or not returned to LEAP, I will notify administration and technology department immediately, and I will pay all costs associated with the replacement of these items, not to exceed \$750.**
- I will save ALL work on removable media. Any work saved on the laptop will be deleted once the laptop is returned.
- I understand that LEAP Academy Charter School is not responsible for any data kept or left on the laptop itself.
- I will not perform any repairs, upgrades or modifications of any kind without the authorization of the Technology Coordinator.
- I will not install and/or download any unauthorized software, images, music and/or applications.
- I will not store any personal information or/ and inappropriate files to my laptop.
- If I receive authorization to install software I will give a copy of the license agreement for the software installed to the Technology Coordinator to file.
- I will not copy or remove any software installed on the laptop.
- **I understand that my permission to use this laptop is a privilege and may be revoked at any time.**
- I understand that this laptop may be taken and inspected by technology department or administration at anytime.
- I will, along with a staff member, inspect the laptop for any visible damage(s) and make note of any problems with the equipment listed below:

Keyboard _____ Power Adapter/Cord _____

Screen _____ Exterior _____

Other _____

- I will notify the LEAP tech support immediately if I experience any problems with the laptop.
- **I will return the equipment by June 20, 2020 (or before if I leave the school) or be subject to fines.**

In signing below, I understand and agree to the LEAP Laptop User Agreement

Student Signature

Date: (MM\DD\YYYY)

Parent or Guardian Signature

Date: (MM\DD\YYYY)

Staff Signature on Condition Issued: _____

Laptop Issued on date: _____ **Laptop Returned on date:** _____ **Condition Returned in:** _____

Staff Signature on Condition Returned: _____



ACCEPTABLE USE POLICY

School Year 2019-2020

The LEAP Academy University Charter School District provides information technology resources that offer the opportunity to enhance the educational experience for its students. This access requires users to act responsibly and adhere to legal and ethical standards. Students are directly responsible to use this tool in an appropriate manner.

The LEAP Academy Charter School is in compliance with the Children's Internet Protection Act and uses a filtering software, which is updated daily, and is utilized to block websites that are considered inappropriate. In addition, staff members supervise student working on the Internet. Since the Internet changes on a minute-by-minute basis, there is no guarantee that every inappropriate website can be blocked. However, if students are following the established guidelines in this agreement, inappropriate material should not be accessed. Students, who access inappropriate Internet websites, whether or not they were blocked, shall be subjected to disciplinary action. If students inadvertently access an inappropriate website, it must be reported immediately to the teacher and the Technology Department.

As a student at LEAP Academy University Charter School District, I am aware of the significant responsibilities associated with the use of information technology and the Internet. By my signature, I certify that I have read the acceptable use policy, that I understand these rules and that I agree to be bound by them. I understand that if I do not adhere to these policies, I may lose or be restricted in my network and Internet privileges and that I may be subject to disciplinary action.

Specifically, I agree to:

- Use the district Information Technology Resources for educational purposes only;
- Treat with respect and exercise reasonable care in the use of all district computer hardware, software and communications resources;
- Not reveal to anyone else passwords or other access codes assigned to me so that I may use the Information Technology Resources of the district;
- Make no attempt to disable or work around internet filtering system and teacher monitoring software;
- Make no attempt to in any way alter, modify, upgrade, or repair any district hardware, including but not limited to: computers, laptops, tablets, interface cards, monitors, printers, scanners, wiring or cabling;
- Make no attempt to change, modify or upgrade district software;
- Make no attempt to install software of any kind on any district computer or network;
- Make responsible, cost effective use of district consumable supplies such as paper, electronic media and printer ink and toner;
- Not develop, acquire, access, display or transmit any material by electronic means or hardcopy that could be considered by a reasonable person in our community as obscene, scatological, racist, abusive, degrading to men or women by gender, or demonstrating intolerance or prejudice toward any recognized ethnic or religious group; and,
- Not use district technology resources to support political or religious causes or support candidates for public, elected office.

I understand that any violation of this policy or applicable state and federal laws is unethical and may constitute a criminal offense.

Student Name (print): _____

Student Signature: _____

Parent/Guardian's Agreement:

STEM Elementary School Campus
639 Cooper Street
Camden, NJ 08102
Main #: 856-614-5600
Fax: 856-614-5601

STEM Upper Elementary School Campus
549 Cooper Street
Camden, NJ 08102
Main #: 856-614-0400
Fax: 856-342-7190

STEM
532 Cooper Street
Camden, NJ 08102
Main #: 856-614-3292/3290
Fax: 856-541-0526

Dr. Gloria Bonilla-Santiago Building
STEAM High School Campus
130 North Broadway
Camden, NJ 08102
Main#: 856-614-0400



As the parent/guardian of _____, I have read the foregoing agreement and understand the student's responsibilities. I hereby release the LEAP Academy University Charter School District and its officers, employees and agents from any claims and damages arising from my child/ren or inability to use the information technology resources to include but not limited to the district's network, hardware, application software, and Internet resources.

Parent Name (print): _____

Parent Signature: _____

STEM Elementary School Campus
639 Cooper Street
Camden, NJ 08102
Main #: 856-614-5600
Fax: 856-614-5601

STEM Upper Elementary School Campus
549 Cooper Street
Camden, NJ 08102
Main #: 856-614-0400
Fax: 856-342-7190

STEM
532 Cooper Street
Camden, NJ 08102
Main #: 856-614-3292/3290
Fax: 856-541-0526

Dr. Gloria Bonilla-Santiago Building
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130 North Broadway
Camden, NJ 08102
Main#: 856-614-0400