




Queen City Academy Charter School

COVID-19 Reopening Handbook

815 West 7th Street
Plainfield, NJ 07063



QCACS Parents & Guardians,

Welcome back to QCACS school building!

It is our hope that over the past year your family has remained safe during what has been a trying time for many. As we begin our return back into the physical school building we want to make sure that all of our scholars, families and staff remain safe. To that end our administrative team has developed a handbook with important information that will need to be followed to ensure the safety of all.

As always QCACS welcomes our parents to be a part of our school community and share your concerns. We ask that you review the handbook in its entirety with your scholar(s) and after reviewing you complete the handbook acknowledgement that you will receive via email. Additionally, should you have any questions please feel free to reach out to your scholars teachers , the main office or the administrative team via email or phone.

We are looking forward to a successful end of the school year and start of summer. As always at QCACS we know that "Failure is Not an Option"!

Educationally Yours,

Mrs. West-Augustin



Overview

Creating a connection with the Queen City Academy Charter School Community has never been more important. The past year has required us all to work together and communicate with one another to best serve our scholars and support their learning.

QCACS is committed to taking every step necessary to ensure all scholars have what they need to stay connected to their lessons, teachers, peers, and resources. We will continue to update you with information as we progress through the school year. It is important that you feel part of this process and confident in your scholar's education.

To maintain a strong sense of community and keep you updated, please make sure you update your most recent contact information, including your email address and cell phone number in PowerSchool by contacting our front office staff.

Although the COVID-19 pandemic continues to create uncertainty, we remain committed to working with local and state health partners to develop a layered set of safety measures and protocols to help keep our community safe. The district may need to shift between learning models based on direction from our local and state public health officials and real-time health data. Therefore, it is important to understand some basic terminology found in this plan.

COVID-19 Terminology

100% In-person: All scholars attend classes physically in-person.

Hybrid: Scholars attend classes in-person and virtually.

Remote/100% Virtual/Synchronous: Scholars attend classes at home, in real time, simultaneously with peers who attend in-person.

Asynchronous: Scholars learn from home, using a variety of tools, when other learning options are not available due to outbreaks and/or quarantining. Some examples are Nearpod scholar paced lessons, FlipGrid, Pre-recorded, Google Classroom assignments, etc.

Quarantine: Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor and state and local health departments.

Isolation: Used to separate people infected with COVID-19 (those sick and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and use a separate bathroom (if available).

Confirmed Positive Case: An individual case of COVID-19 that has been verified/confirmed by public health or another healthcare provider.

GOALS

1. Implement protocols and structures that protect the health and safety of scholars and staff.
2. Develop sound educational learning options for scholars and parents.
3. Maximize academic and social emotional growth opportunities for scholars.

HEALTH & SAFETY

For Queen City Academy Charter School's hybrid model to be successful, it is imperative that staff members, scholars, and families continue to follow the social distancing guidelines set by the State of New Jersey and the CDC outside of school hours and on weekends. In-person learning is dependent upon our school community following the guidelines with regularity and attentiveness. We must continue to do our best to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with your scholar.

Prevention Measures

Parents and Guardians - Daily Health and Safety Expectations

Parents MUST complete the COVID Symptom Tracker form for their scholar daily BEFORE 7:40am. Failure to do so will result in your scholar being denied entry to their classes until the form has been completed. An automated call will be made to those who have not completed the daily form by 7:40am.

Take your scholar's temperature before they leave for school to ensure they do not have a fever. **Any scholar with a temperature at or above 100.4 will not be allowed on campus.**

Review health and safety expectations with your scholar.

Send your scholar in every in-person day with a clean face covering that securely covers the nose and mouth.

Scholar - Daily Health and Safety Expectations

All scholars must practice proper [CDC infection control measures](#):

If coughing or sneezing, scholars must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.

Avoid touching their eyes, nose, or mouth.

Avoid touching any surfaces unnecessarily.

Refrain from physical contact, including hugs and hand-shakes.



Face Coverings

Face coverings are required for all scholars and staff. In accordance with guidance from the CDC, the NJDOH and the NJDOE, the following requirements are in place until further notice.

A multi-layer cloth mask/face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, except in the situations listed below:

- while drinking
- during physical education classes when outdoors, when activities can occur with proper social distancing between individuals.
- While outside if securely seated 6 feet from other individuals

Exceptions to mask/face covering requirements may be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A medical note must be signed by your child's primary care provider. The exemption must be approved by administration in consultation with the school nurse. Face shields or physical barriers may be utilized as an alternative in some instances.

A scholar's mask/face covering is to be provided by the scholar's family. The school will supply disposable face covering for individuals who arrive at a building, or board school transportation, without one or in the event a mask is damaged during the day. **Gaiters, bandanas, and masks with one-way valves and comparable items do not comply with this CDC guidance.**

If the scholar is not willing to comply with the mask/face covering policy, they will be sent to the main office. Appropriate support and education on the importance of wearing a mask/face cover at school will be attempted. Every effort will be made to work with the scholar and keep them in school. If the scholar still refuses to comply, parents will be called and the scholar will be sent home.

Scholars who willingly fail to comply with the mask/face covering policy will be prohibited from in-person learning.

Visitor Policy

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. To keep our scholars and faculty safe, visitors who are permitted to enter the building must adhere to the following safety protocols:

- Complete a health survey prior to entrance in the building
- Enter and exit only through the front entrance of the school
- Verify that they are symptom-free
- Wear a mask/face cover at all times
- Apply hand sanitizer upon entry
- Maintain all social distancing guidelines while in the building

A visitor log will be maintained by front office personnel. The log will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building.

Should a parent/guardian need to enter the building, they must complete a request form found on the school website. A staff member will reach out via phone to schedule your appointment time visit.

Parents dropping off items for scholars during the school day must call to arrange a time to drop off the item at the front of the school where an office staff member can retrieve it.

LEARNING EXPECTATIONS

Scholars are expected to meet teaching deadlines as directed by teaching staff. Since deadlines may occur online and not necessarily during a class or session, a scholar's absence would not excuse the scholar's responsibility to meet the deadline. Scholars will be expected to engage in learning during the regularly scheduled hours of the school day.

Classroom Environment

Classrooms are arranged to maximize space between seating and desks.

Teacher and other staff desks are at least six feet away from scholar desks. Clear desk shields have been placed on every scholar's desk to increase safety between scholars and staff members.

Teachers will implement distance procedures into classroom routines.

Cohorting

To assist with contact tracing and minimize contact, homerooms sizes have been limited to five students per room.

Each cohort will receive in-person instruction at the school during their assigned day(s) and continue with remote learning the remaining days of the week facilitated by both synchronous and asynchronous learning. A scholar may be assigned Monday, Tuesday, Thursday, or Friday.

Wednesday of each week will be 100% virtual learning for all scholars and staff.

Virtual Learning Guidelines

During virtual learning sessions the following guidelines will be in effect:

Scholars must attend the entire class/virtual session, and return digitally when directed, and/or complete the asynchronous learning activity.

Scholars will be encouraged to have their video on in whole-class sessions, break out sessions, and support sessions unless agreed upon by the teacher.

Scholars will have their first and last names as identifiers during each live session and use their Queen City Academy Charter School account. Scholars may be denied access to class if they do not login with their district email account.

Scholars will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed set up and ready for use.

Scholars may use the chat feature to communicate with the class when “mute all” is on. Expectations for conduct extend to the chat feature.

Scholars will abide by the class rules and expectations their teachers have outlined.

Attendance Policy

The Queen City Academy attendance policy applies to both in-person and virtual learning classes. All scholars are to be present at all times during a live lesson. Staff will take attendance utilizing PowerSchool for both in-person hybrid and virtual scholars. We understand this is an unpredictable time and attendance may be challenging for some scholars. To assist us in preventing learning loss to the best of our ability, it is important that scholars are actively engaged in the learning process as much as possible.

Any scholar who has missed 10 or more instructional days (or the equivalency with missed classes sessions) throughout the school year is considered to be truant. Any scholar who has missed 19 or more instructional days (or the equivalency of missed class sessions) may be retained pending the discretion of the school administration.

Entering School

Scholars must wear a mask/face covering when entering the building.

Scholars will line up in the school parking lot where their homeroom teacher is located. The grade level will be marked by sidewalk paint and the teacher will have a sign of their homeroom number and name.

Scholars will enter the school through their assigned Grade Level Doors.

- Grade K and 1 door is the Entrance closest to Grant Ave
- Grade 2 and 3 door is the Main Entrance in the Parking Lot

- Grade 4 door is next to the Kitchen Entrance
- Grade 5 and 6 door is located on the left side of the building when facing the building from the parking lot
- Grade 7 and 8 door is located by the ramp in the back of the building

Scholars should maintain a proper social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.

Scholars who arrive late must enter through the main entrance and check in at the front office.

Exiting School

Scholars will exit the building on a staggered dismissal schedule by floor level through the designated exit doors. Scholars will exit using the same doors through which they entered. All families will be called down alphabetically allowing siblings to exit at the same time.

Early Dismissal

Parents requesting an early dismissal must call the school and speak to an office staff member to arrange the specific time of pick up. As is standard policy, no scholar will be dismissed early without a parent/guardian there to pick them up. The office staff will walk the scholar with the sign out sheet to the door. The parent/guardian will not need to enter the building.

No scholar will be dismissed between 2:30PM and 2:59PM via the main office. Any early dismissal must be arranged prior to 2:00PM and the scholar must be picked up by 2:30PM. After that time, all scholars will remain in the building until the normal dismissal time.

Scholar Travel Between Classes

Scholars will not be traveling between classrooms with the exception of Dance or Physical Education. During those times, they will maintain social distancing using the designated floor markers.


Classroom Expectations

Teachers must maintain assigned seating to assist with contact tracing should a scholar be identified as being diagnosed with COVID-19. All seating should maintain guidelines for distance, face in the same direction, and be six feet from the front of the room where the teacher is located.

Scholars are required to wipe down their learning area prior to the start of instruction. Disposable sanitizer wipes will be provided by the classroom teachers.

All teachers should maintain a bathroom sign out form to assist with contact tracing should a scholar be diagnosed with COVID-19.

Seating should not be moved by scholars at any point unless directed by the teacher.



When entering a classroom, scholars must go directly to their assigned seats.

All shared spaces will be disinfected nightly. Scholars should bring in their own materials whenever possible to avoid sharing. In the event a school item is used, the scholar should clean the item before it is returned.

Water Fountains

Scholars are encouraged to bring a full, refillable bottle to school with water in it. During the course of the day, should they need to refill their bottle, all water fountains have been equipped with touchless filling stations so that they may fill the bottle without touching the device.

Bathroom Procedures

No more than one scholar can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or counseling office. All hallway travel and time out of the classroom will be recorded to help with contact tracing.

Scholars must practice good hand hygiene by washing with soap and water for more than twenty seconds.

Only one scholar is permitted in each bathroom at any given time.

Physical Education

During in-person learning, PE teachers have been tasked when possible to create activities, games, and exercises that allow for social distancing and minimal usage of equipment while keeping their scholars active and safe.

Counseling

The school counselor is available to meet via Zoom or Google Meet with 100% virtual scholars and hybrid scholars (on home-learning days). Scholars must request to see their counselor by either emailing them to schedule an appointment or asking a teacher to visit the counseling office. Staff will call the counseling office to ensure availability before sending a scholar. Scholars will not be permitted into offices without a pass. Scholars will maintain proper social distancing with all persons and keep masks on at all times.

CONTACT TRACING

The school nurse will notify parents/guardians whose scholars have been identified as being in "close contact" of a person with a positive case. Public health officials will also contact those individuals to outline next steps the scholar's family should take.

It's important to note that not all families will be notified of every case related to a school community. Families whose children are directly affected by the cases (such as if their child

was a close contact of the person with the positive test result or if the impact of the case or cases is more extensive) will be notified.

Contact tracing is a confidential and private process. The Queen City Academy Charter School and public health employees cannot and will not release the name or other private information about a scholar or staff member who may have come in contact with someone at school with a verified/confirmed case of COVID-19.

If the impact is widespread or if a cluster is identified by public health officials, parents and staff members at the affected school will be notified by administration via the district's mass notification system.

IMPORTANT LINKS

Federal

[CDC guidance for schools](#)

[CDC Guidelines on Cleaning and Disinfecting](#)

CDC Training Videos

[How to Wear a Mask](#)

[Handwashing](#)

[Social Distancing](#)

[COVID-19 Stop the Spread of Germs](#)

[11 Symptoms of COVID 19 \(Coronavirus disease\) - Updated CDC guidance](#)

[Taking Care of Your Daily Health During COVID-19](#)

State

[New Jersey COVID-19 Information Hub - Testing & Vaccination Information](#)

[New Jersey Department of Health](#)

[New Jersey Department of Education COVID-19 Guide](#)

Note: The sections of this COVID-19 Handbook Insert supersede sections of the Scholar Handbook for 2020-2021 until rescinded. Please understand that knowledge about the COVID-19 virus and the best practices to respond to the pandemic still continue to evolve. For this reason, guidance, plans and policies related to returning to school will also evolve. QCACS will adapt to those changes and update this guide as needed in an effort to maintain a safe and healthy environment. The content in this handbook is not inclusive of all procedures and protocols.

QCACS
Hybrid and 100% Virtual Schedule

Kindergarten AM & PM, 1st Grade AM & PM, and 2nd Grade AM

Time	Monday/Thursday	Tuesday/Friday	Wednesday
8:00AM - 8:20AM	Homeroom (In Person ONLY)		Asynchronous assignments for ELA, SS, Math, and Science
8:20AM - 10:20AM	Class 1	Class 1	
10:20AM - 11:10AM	Class 2	Class 2	
11:10AM - 11:55PM	Lunch and Recess		
11:55AM - 12:45PM	Special	Special	
12:45PM - 2:45PM	Class 3	Class 3	
3:00PM	Dismissal		

2nd Grade PM, 3rd Grade AM & PM, 4th Grade AM & PM

Time	Monday/Thursday	Tuesday/Friday	Wednesday
8:00AM - 8:20AM	Homeroom (In Person ONLY)		Asynchronous assignments for ELA, SS, Math, and Science
8:20AM - 9:10AM	Special	Special	
9:10AM - 11:10AM	Class 1	Class 1	
11:10AM - 11:55PM	Lunch and Recess		
11:55AM - 12:45PM	Class 2	Class 2	
12:45PM - 2:45PM	Class 3	Class 3	
3:00PM	Dismissal		

5th Grade and 6th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 8:20AM	Homeroom (In person ONLY)		Asynchronous assignments for ELA, SS, Math, and Science	Homeroom (In person ONLY)	
8:20AM - 9:30AM	Class 1	Class 1		Class 1	Class 1
9:30AM - 10:40AM	Class 2	Class 2		Class 2	Class 2
10:40AM - 11:50AM	Class 3	Class 3		Class 3	Class 3
11:50AM - 12:45PM	Lunch & Recess			Lunch & Recess	
12:45PM - 2:10PM	Class 4	Class 4		Class 4	Class 4
2:10PM - 2:55PM	Special	Special		Special	Special
3:00PM	Dismissal			Dismissal	

7th Grade and 8th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM - 8:20AM	Homeroom (In person ONLY)		Asynchronous assignments for ELA, SS, Math, and Science	Homeroom (In person ONLY)	
8:20AM - 9:30AM	Class 1	Class 1		Class 1	Class 1
9:30AM - 10:20AM	Special	Special		Special	Special
10:20AM - 11:30AM	Class 2	Class 2		Class 2	Class 2
11:30AM - 12:40PM	Class 3	Class 3		Class 3	Class 3
12:40PM - 1:35PM	Lunch & Recess			Lunch & Recess	
1:35PM - 2:55PM	Class 4	Class 4		Class 4	Class 4
3:00PM	Dismissal			Dismissal	

Scholar Symptom Screening Checklist

Have any of the scholars you are dropping off had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?

No contact. Your scholar can be at school if they are not experiencing symptoms.

Yes, contact. Your scholar should not be at school. School medical authorities will determine when the scholar can return to school.

**Do any of the scholars you are dropping off have any of these symptoms?
*Fever, Chills, Shortness of Breath/Difficulty Breathing, New Cough, or New Loss of Taste/Smell, Nausea, Upset Stomach, Diarrhea, Headache, Dizziness.***

No, symptoms. Your scholar can be at school.

Yes, symptoms. If yes, your scholar should go home, stay away from other people, and a family member should call the child's healthcare provider or public health. School medical authorities will determine when the scholar can return to school.

Since they were last at school, have any of the scholars you are dropping off been diagnosed with COVID-19?

No, diagnosis. Your scholar can be at school if not experiencing symptoms.

Yes, diagnosis. If your scholar is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, the scholar should not be at school. School medical authorities will determine when the scholar can return to school.

Queen City Academy Charter School

Daily Procedures

Arrival:

Staff and scholars must fill out the Symptom Tracker via email prior to entering the building.

1. Parent drop off will be no earlier than 7:45am.
2. Parents/guardians may not enter the school yard.
 - a. No parent/guardians cars will be allowed in the parking lot, nor will they be allowed to cut through the parking lot. If needed, you may use the church loop for drop off.
3. Scholars will line up by Homeroom, 6 feet apart.
4. Symptom tracker verification will be checked.
5. Temperatures will be checked prior to morning meeting.
6. All scholars will enter through their designated entrances and wear a mask.
 - a. Grade K and 1 door is the Entrance closest to Grant Ave
 - b. Grade 2 and 3 door is the Main Entrance in the Parking Lot
 - c. Grade 4 door is next to the Kitchen Entrance
 - d. Grade 5 and 6 door is located on the left side of the building next to AAD Office
 - e. Grade 7 and 8 door is located by the ramp at the back of the building
7. All scholars and staff will use hand sanitizer/shoe sanitizer stations when entering and leaving the building.
8. Scholars will proceed directly to their assigned homeroom.

Homeroom:

1. Students enter the room and get organized for instruction
2. Breakfast volunteers will return to class with breakfast items
3. Homeroom teacher will distribute breakfast to students
4. Homeroom teacher will take and submit attendance
5. Big trash cans will be in the hallway for students to discard trash

Visiting the Nurse:

1. Limit visits to nurse's office for non-medical conditions
2. Staff will call the nurse's office when a scholar is in need of assessment. The staff member will provide the following information over the phone. Scholars will stop at the nurses office door and wait for a temperature check. The scholar will provide the nurse with a pass completed by the teacher.
3. Scholars will stand in the appropriate social distancing floor markings outside of the office.
4. If the scholar has a temperature of 100.4 or greater, or displaying any of the identified COVID-19 symptoms he/she will be instructed to go directly to the isolation room where parents will be notified and children will be monitored.
5. The parents should pick up the children within 60 minutes once notified by the nurse.
6. If the scholar does not have a temperature, he/she will be seen by the nurse for further assessment.

Bathroom:

1. Bathrooms should have no more than 1 scholar at a time in the bathroom.
2. Use the bathroom with their mask on, and thoroughly wash their hands after finishing.

Hallway Movement:

1. Scholars will sanitize their hands before leaving a classroom and when re-entering.
2. Grade Levels will have a dismissal order to ensure that the numbers of scholars in the hallways.

Lunch and Recess:

1. Scholars will have lunch in their classroom supervised by their current Specialized Subject teacher or administrator.
2. Lunches will be brought directly to the classrooms and distributed by the teacher.
3. Scholars will be walked, weather permitting, outside for recess where they will remain with their pod in order to have time outdoors.

Dismissal:

1. Dismissal will begin at 3:00pm.
2. Parents/guardians should arrive by 3:00pm each day for dismissal as groups will be rotated alphabetically. Initial groups will be called at 3:00PM, and dismissal will conclude by 3:45PM.
3. Parents/guardians are not permitted in the school yard during dismissal. Scholars will be walked in families to the gate to be dismissed.
 - a. **3:00:** Group 1 will be called for dismissal
 - b. **3:05:** Group 2 will be called for dismissal
 - c. **3:10:** Group 3 will be called for dismissal
 - d. **3:15:** Group 4 will be called for dismissal
 - e. **3:20:** Group 5 will be called for dismissal
 - f. **3:25:** Group 6 will be called for dismissal
 - g. **3:30 - 3:45:** Final pick up and end of the day wrap up
4. No parent/guardian cars will be allowed in the parking lot, nor will they be permitted to cut through the parking lot. You may utilize the church loop if needed.
5. Scholars should not gather and they must depart the school grounds as quickly as possible.
6. Staff will be monitoring dismissal procedures to ensure that all safety procedures are being followed.