



Maritime Academy Charter School

2275 Bridge Street
Philadelphia, PA 19137
Phone: 215-535-4555 Fax: 215-535-4398

August 14, 2020

Dear Families and Cadets:

I hope you are staying safe and doing well. MACS will begin the 2020-2021 school year utilizing a virtual model and will continue virtual instruction until the end of the first quarter on November 2nd. We will return in person via the A/B hybrid schedule when it is safe to do so. If the situation changes, we will promptly communicate with you. Please visit our website daily at <https://www.maritimecharter.org>.

Maritime Academy Charter Elementary School Health and Safety Plan for Reopening

Full Virtual Schedule

All cadets will follow their daily schedule for a full day of virtual learning. Cadets will report to their advisories Monday - Friday via Google Meet. After advisory cadets will work independently on Friday unless their teacher requests that they meet individually or in a small group.

All cadets will be assigned to an advisory teacher who will track, motivate, connect, and guide.

Schedule Snapshot

Monday-Thursday	Friday
Advisory: 7:30 – 7:50; Google Meet	Advisory: 7:30 – 7:50; Google Meet
Teachers will: <ul style="list-style-type: none"><input type="checkbox"/> Take attendance<input type="checkbox"/> Relay announcements<input type="checkbox"/> Set daily goals for learning<input type="checkbox"/> Q/A, if needed	Teachers will: <ul style="list-style-type: none"><input type="checkbox"/> Take attendance<input type="checkbox"/> Relay announcements<input type="checkbox"/> Set daily goals for learning<input type="checkbox"/> Q/A, if needed
Teachers will: <p>Morning Session-</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide direct and guided instruction for the first part of class via Google Meet/Nearpod <p>Afternoon Session</p> <ul style="list-style-type: none"><input type="checkbox"/> Assign independent practice, reading/writing assignments, project work, study and/or assessments	Independent work for cadets Teachers will: <ul style="list-style-type: none"><input type="checkbox"/> Offer tutoring, interventions, small group meetings<input type="checkbox"/> Grade<input type="checkbox"/> Lesson Plan<input type="checkbox"/> Provide feedback via Google Classroom<input type="checkbox"/> Contact parents/guardians as needed Cadets will: <ul style="list-style-type: none"><input type="checkbox"/> Complete reading/writing assignments<input type="checkbox"/> Complete independent practice<input type="checkbox"/> Work on projects<input type="checkbox"/> Study

Virtual Instructional Framework

Monday to Thursday: Teacher instruction via Google Meet

Morning Session

Teachers:

- Take attendance
- Do Now
- Share goals/objectives/maritime connections
- Direct/guided instruction via Google Meet/Nearpod
- Review assignments for independent work
- Provide accommodations

Cadets:

- Participate in Google Meets, microphones and video on
- Listen to direct instruction, take notes, & complete assignment

Afternoon Session

Teachers:

- Teachers will monitor, track, and use data to inform needs. Some programs track the minutes cadets are on-line and provide reports.

Cadets:

- Complete independent practice
- Online practice/intervention minutes via Google Classroom, Study Island, Khan Academy, Lexia, or teacher learning packets.
- Complete online assessments (short answer responses, surveys, and tests)

Friday: Teachers are required to provide support via Google Meet/Google Classroom and cadets will have additional time to work on their assignments independently.

Counseling Services

Families and cadets will have access to counselors via telephone, letter, Google Meet, email. Families and cadets can use the scheduling platform available on the website for counseling services.

Counselors will:

- Communicate with cadets and to provide grade-specific updates and resources to cadets and families
- Organize small groups of 5 cadets for initial group counseling to process the events of COVID-19
- Administer a mental health assessment when warranted
- Complete IEP mandated individual and group counseling
- Continue to use digital booking sites
- Visit classrooms during the first week of school to provide a tutorial on accessing appointment scheduling
- Administer our truancy prevention program

Expectations & Norms

Cadets:

- Report to Advisory Monday-Friday at 7:30 for attendance. We will be tracking truancy
 - Report to all classes on time, in uniform. Cadets may wear Maritime t-shirt/sweatshirt on Thursdays
 - Turn on cameras during meetings
 - Prepare questions concerning work for the teacher to answer the following day
 - Study a minimum of 30 minutes weekly per subject
 - Complete on-line assessments (CDT, study island, Khan Academy, AP Classroom, Lexia, Dreambox) as assigned by the teachers
 - Communicate with the teacher if additional time or support is needed
 - Access and use Google Platform (Classroom, Meet, Form, Slides)
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Communication

- Teachers, staff, cadets, and families will communicate via telephone, letter, Google Meet, and/or email.
 - All stakeholders will build confidence and relationships through frequent communication.
 - Every staff member will keep a communication log
 - Teachers are expected to communicate with parents/guardians
 - Teachers and staff are expected to attend all scheduled meetings with microphones and cameras on
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Orientation & Schedule

In order to maintain social distancing, we will host five (5) short sessions over two days. Cadets and one family member are invited to attend. Everyone must wear a mask and maintain 6 ft. distance. On these dates the cadets will receive their Chromebooks, Chromebook Guidelines, and books needed to complete school work. The families will complete and sign Chromebook acknowledgement form and pay the \$25.00 insurance fee.

Thursday August 27, 2020

5th grade - 5:00 PM to 5:45 PM (Building 107)

6th, 7th, & 8th grades - 5:30 PM to 6:15 PM (Building 107 & 41)

Friday August 28, 2020

(All in Building 107)

1st grade - 9:00 AM to 9:45 AM

2nd grade - 10:30 AM to 11:15 AM

3rd grade - 12:00 PM to 12:45 PM

4th grade - 1:30 PM to 2:15 PM

We will be sending out a schedule for returning students to pick up their Chromebook.

Health and Wellness Protocols

The following protocols will be followed in the event that we transition to the hybrid model.

- We will review CDC health guidelines daily.
- Staff will perform daily temperature checks for everyone who enters the building. Those with temperatures of 100.4 degrees or higher will be sent home. Individuals may not return until they are fever-free for 48 hours. Any individual with a consistent cough will also be asked to leave. If you are sick please stay home. This will help mitigate COVID-19.
- We ordered cleaning supplies, hand sanitizers, wipes, soap, face masks, dividers, and thermometers.

- ❑ Masks and 6 ft. social distancing are mandatory. All spaces have been measured (classrooms, halls, mess hall, gym) and are labeled with 6 ft. spacing.
- ❑ Signage will be posted in every classroom regarding protocols (hand-washing, no sharing of materials, and no touching/handshaking). Information will be reinforced daily. Hand sanitizers will be available in every classroom, hallways, mess hall, mess hall, and gym.
- ❑ We will clean desk tops/lunchroom tables after every period, and door knobs, locks/lockers, and railings daily.
- ❑ All soap dispensers will be checked and filled daily.

Finally, cadets are expected to complete the summer reading and math assignments. Summer assignment packets can be found on our website under “Forms & Links.”

Please call the main office at (215) 535-4555 with any questions you may have. Our summer hours are Monday-Friday, 9:00 AM – 3:00 PM.

Thank you,

Peter B Saunders

Principal

saunders.p@maritimecharter.org