



# Maritime Academy Charter School

2700 E. Huntingdon St.

Philadelphia, PA 19125

Phone: 215-427-3090 Fax: 215-999-5027

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 2<sup>nd</sup>. 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 High 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 classes Monday - Thursday via Google Meet. Cadets will work independently on Friday.

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

Monthly Maritime Speaker series will be pre-recorded and viewed as part of Maritime Studies, Maritime History, and Social Studies courses.

### Schedule Snapshot

Monday-Thursday	Friday
<b>Advisory:</b> 8:30 – 8:50; Google Meet	<b>Advisory:</b> 8:30 – 8:50; Google Meet
<b>Teachers will:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Take attendance</li><li><input type="checkbox"/> Relay announcements</li><li><input type="checkbox"/> Set daily goals for learning</li><li><input type="checkbox"/> Q/A, if needed</li></ul>	<b>Teachers will:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Take attendance</li><li><input type="checkbox"/> Relay announcements</li><li><input type="checkbox"/> Set daily goals for learning</li><li><input type="checkbox"/> Q/A, if needed</li></ul>

**1st-6th Periods:** Cadets follow daily schedule via Google Meet

Independent work for cadets

**Teachers will:**

- Provide direct and guided instruction for the first part of class via Google Meet/Nearpod
- Assign independent practice, reading/writing assignments, project work, study and/or assessments

**Teachers will:**

- Offer tutoring, interventions, small group meetings
- Grade
- Lesson Plan
- Provide feedback via Google Classroom
- Contact parents/guardians as needed

**Cadets will:**

- Complete reading/writing assignments
  - Complete independent practice
  - Work on projects
  - Study
- 

## Virtual Instructional Framework

Monday to Thursday: Teacher instruction via Google Meet

### First Part of Class

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

### Second Part of Class

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 study 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.

### **\*Fall Academic Enrichment Program\***

To address possible learning gaps due to the Spring 2020 closure, Maritime has designed an enrichment program for our cadets.

- **How:** Edgenuity Program
- **What:** All subjects
- **Who:** Cadets who received a D (65) grade and/or had low participation during closure. Teachers will identify the cadets.
- **When:** Program is self-paced and monitored by school staff

---

## **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. A second counselor has been hired to provide more intensive support to the cadets. Each counselor has been assigned to an advisory teacher to support parent outreach and student mentoring.

### **Counselors will:**

- Set up a Google Classroom for each grade in order to 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 during the first week of school
- Offer a mental health wellness digital course through EverFi:
  - Introduce 9th - 12th grade cadets to mental wellness concepts, like coping strategies, stigma, emotional health, and self-advocacy
- Continue to use digital booking sites
- Visit classrooms during the first week of school to provide a tutorial on accessing appointment scheduling

---

## **Expectations & Norms**

### **Cadets:**

- Report to Advisory Monday-Friday at 8:30 for attendance
- 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)
- Access Pre-AP and AP College Board classroom and assessments.
- All ninth (9th) grade cadets will have access to Pre-AP English, World History and Science. Select group of 12<sup>th</sup> graders will have access to AP English and US History based on interest and teacher recommendations.

---

## 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
- 

## Cadet Orientation & Schedule

Freshmen & New Student 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. The counselors will provide a presentation on navigating Powerschool and Google Classroom. The 9<sup>th</sup> grade teachers will greet the cadets and families.

### Freshmen/New Student Orientation 8/26-8/27

8/26: 9.1 Advisory 5:00 – 5:40 PM

8/26: 9.2 Advisory 5:55 – 6:40 PM

8/27: 10-12 New to MACS 4:00 – 4:45

8/27: 9.3 Advisory 5:00 – 5:40 PM

8/27: 9.4 Advisory 5:55 – 6:40 PM

### Returning Student Orientation

In order to provide our cadets with materials they need to be successful, we will host 4 in-person sessions on 8/28-9/2. Cadets will be split into two groups to maintain social distancing, Group A and Group B.

8/28: 9th Grade

8/31: 10th Grade

9/1: 11th Grade

9/2: 12th Grade

**Advisory:** Cadets will receive materials and handouts. Advisory teachers will communicate expectations for Advisory and distribute Cadet/Parent Handbook.

**Content Classes:** Cadets will receive all the necessary books, packets, handouts, and other materials and tools to ensure successful virtual learning.

Special Schedule - In Person	Group A	Group B
Advisory	8:30-9:00	12:30-1:00

1	9:03-9:23	1:03-1:23
2	9:26-9:46	1:26-1:46
3	9:49-10:09	1:49-2:09
4	10:11-10:31	2:11-2:31
5	10:33-10:53	2:33-2:53
6	10:56-11:06	2:56-3:06
Lunch/Dismissal/Grab and Go	11:09 - 11:29	3:09-3:29

On 9/3 all cadets report virtually to school. At 8:30 they report to advisory via Google Meet and follow the full schedule of classes. On 9/4 and 9/7 there is no school. On 9/8 all cadets return to school and follow the school calendar of scheduled classes.

### 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.
- We will have two entries/exits for cadets (main entrance: grades 11 and 12; mess hall entrance: grades 9 and 10).
- 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, please emphasize the importance of completing the summer reading and math assignments and, if entering 10<sup>th</sup> Grade, the summer biology packet. Summer assignment packets can be found on our website under “Forms & Links.”

Please call our high school main office at (215) 427 – 3090 with any questions you may have. Our summer hours are Monday-Friday, 9:00 AM – 2:00 PM.

Thank you,  
*Lucy Feria*  
 Principal  
[feria.l@maritimecharter.org](mailto:feria.l@maritimecharter.org)