LEAP Academy University Re-Entry Planning Committees

LEAP Governance:

Chair(s): Dr. Santiago - Board Chair, Members: Hector Nieves – Parent Board Member, Matthew Goodwin - Parent Board Member, Brenda Ortiz - Parent Board Member, Wanda Garcia – Board Liaison, Stephanie Rogers – Lead Person/COO

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Chairs: Dr. Velmina Rivera – Chief Medical Office & Leda Hernandez-Diaz – Director of Health & Wellness, Members: Jacqueline DePrince – LEAP Health Center – Office Manager, Maria Cruz – Family Engagement Coordinator, Donna Robertson – Coordinator of Special Projects, Brittany Graeber – School Social Worker, Samantha Deletto, RN, - School Nurse, Stephanie Maratea, RN – School Nurse

Instruction:


Postsecondary:


Technology:

Chair: Stevenson Pierre-Jacques – Director of Technology Members: Stephanie Rogers – Lead Person/COO, Dana Pilla Director of Curriculum/Instruction and Online Learning, Charles Benito - Director of Assessment, Christopher McCrum Director of FabLab, Maria Cruz – Family Engagement Coordinator
Facilities:

**Chair:** Stephanie Rogers – Lead Person/COO  
**Members:** Raul Agosto – Facilities Manager, Juan Rivera - Facilities, Dennis Rivera – Director of Security, Stevenson Pierre - Jacques – Director of Technology

Operations:

**Chair:** Stephanie Rogers – Lead Person/COO and Yusein Durakov - School Business Administrator  
**Members:** Michele Pastorello – Executive Chief, Jessica Rojas – Food Service Manager, Norma Agron – Director of Transportation, Mildred Davis – Director of Human Resources, Yusein Durakov - School Business Administrator (SBA), Patricia Ferri – Assistant to the SBA, Diana Crespo, Raul Agosto – Facilities Manager, Juan Rivera - Facilities, Maria Cruz – Family Engagement Coordinator, Dennis Rivera – Director of Security
LEAP Academy will be opening school on August 24, 2020 with remote learning for all students until October 2nd. LEAP Academy will start with our 100% in-person option and our remote option on October 5, 2020. During this remote learning period, access to social and behavioral services will continue. Food service distribution will continue to all families. LEAP is committed to teaching Camden’s greatest resource, our children, safely and effectively.

This plan covers the Ten Critical areas established by the NJ Department of Education The Road Back – Restart and Recovery, as well as areas that the LEAP Board of Trustees and School Administration felt imperative to address for re-entry.

The school reopening plan and policies are designed to support the overall health and well-being of all staff, children, their families, and their communities. They have been developed with close communication with the state and local health authorities.

LEAP 100 % in Person Option:

LEAP Academy’s 100 % in person option will follow LEAP’s traditional daily school practices including the outlined below.

The school day will begin at 7:45 AM – 3:15 PM

1. Teachers will establish an “on-line” presence at the start of the school year with students.
2. Teachers will set up “Schoology” and for use as a Parent portal in case of short “school shut-downs” due to health outbreaks” and/or individual student long-term illnesses requiring a student to be absent.
3. Schoology links will be used for all assignments to be completed at home including homework and assignments given during remote learning processes.
4. All academic and social assessment systems will occur including the implementation of MAP, common, and unit assessments; during 100 % in person and full-time remote learning.
5. All student assignments and assessments (other than MAP) will be graded and entered into the OnCourse system.
   ▪ For full time return to school, grading will be done per current LEAP Academy guidelines and teacher designated due dates for each assignment.
   ▪ Full-time remote learning, all assignments will be required to be submitted by 5:00 pm each Friday. Assignments not submitted by 5:00 pm on Friday, will receive an Incomplete.
▪ All teachers will be required to schedule targeted academic interventions appointments during full time remote learning and during in person teaching.
▪ Teachers for K-8 will be required to schedule targeted academic support intervention appointments with assigned students utilizing Let’s Go Learn with the Rutgers YES tutors. A modified lunch/recess coverage schedule will be provided to have Special area teachers collaborate for coverage.
▪ HS students will be scheduled for targeted academic support interventions via the Rutgers YES tutoring program during both academic and online instruction.

LEAP Remote Learning Option:

1. LEAP Unconditional Eligibility for Fulltime Remote Learning
   a. In accordance with the Governor’s guidance all LEAP Academy parents/students have the option of choosing Remote Learning instead of the 100% in person options.
   b. Remote learning option will be re-evaluated by the end of the marking period, the first marking period will end on November 3, 2020.

2. LEAP Procedures for Submitting Fulltime Remote Learning Requests
   a. Remote learning request must be made to LEAP Academy by parents or guardian no later than August 8, 2020. LEAP Academy will confirm the request within five (5) business days.
   b. Parents first contact should be Maria Cruz Coordinator of the Family Engagement Office mcruz@leap.rutgers.edu or 856-614-5084 with questions, additionally they can contact Stephanie Rogers, Chief Operations Officer swr@leap.rutgers.edu or 856-614-5768.
   c. Parents will submit a Request for Remote Learning Form by August 8th 2020.
   d. Students with IEP’s will continue to be serviced by LEAP’s Special Education Department. Required services will be provided both remotely and in person from the Special Education Team.
3. **LEAP Scope and Expectations of Fulltime Remote Learning**

   Students participating in LEAP Academy’s remote learning program will be afforded the same quality and scope of instruction and educational services as students participating in the in-person learning.
   
   a. Students will attend school remotely the same hours (7:45-3:15) as students participating in person pursuant to N.J.A.C. 6A:32-8.3
   b. All students will receive the necessary technology to participate remotely and in person.
   c. The Special Education Department will provide the necessary accommodations for the students that need services on both remote and in person teaching.

4. **LEAP Procedures to Transition from Fulltime Remote Learning to In-Person Services**

   a. Students will remain in the remote learning for an entire marking period till the end of first marking period.
   b. If parents want to opt out of remote learning they will need to submit a written request to opt out within a week prior to end of first marking period.
   c. LEAP Academy will have five (5) business days to respond to the parents request to transition the student into an in person learning environment.
   d. These five (5) days will give the school time to make the necessary arrangements for the student to return to in – person learning, as well as arrange transportation, food and other services if necessary.

5. **LEAP Reporting**

   a. LEAP Academy will collect daily data and report to the NJDOE information regarding student participation on in person and in remote learning. Data will include number of students participating in fulltime and remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners.

6. **LEAP Procedures for Communicating District Policy with Families**

   LEAP Academy will communicate with both in person and remote learning families.
   
   a. LEAP will utilize various ways to communicate district policy with families through LEAP Academy’s website, face book, insta-gram, parent assemblies’ webinars, letters and messages through school messengers.
   b. Procedures for submitting remote learning request will be posted on the LEAP Academy website and disseminated to parents through school messenger and other social media available at LEAP.
c. Scope and expectations for in person and remote learning will be given to all parents that enroll in school, the procedures for transition from remote learning to in-person services will also be available on LEAP Academy’s website

d. Parents should contact Maria Cruz in the Family Engagement Office mcruz@leap.rutgers.edu or 856-614-5084 with questions, additionally they can contact Stephanie Rogers, Chief Operations Officer swr@leap.rutgers.edu or 856-614-5768 for all questions and concerns regarding remote learning.

**LEAP Adopts 10 Critical Areas of Operations from NJ DOE Road Back Plan:**

1. General Health and Safety Guidelines
2. Classrooms, Testing, and Therapy Rooms
3. Transportation
4. Student Flow, Entry, Exit, and Common Areas
5. Screening, PPE, and Response to Students and Staff Presenting Symptoms
6. Contact Tracing
7. Facilities Cleaning Practices
8. Meals
9. Recess/Physical Education
10. Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours
LEAP Academy will address the 10 Critical Areas of Operation from the NJ NOW Road Back Plan as following;

1. General Health and Safety Guidelines
   LEAP Academy has established and maintains communication with local and state authorities to determine current mitigation levels in our community. We are in communication with local, county, and state authorities regarding the current phase and it possible impact on in-person instruction and remote learning practices.

   LEAP protects and supports students and staff who are at higher risk for severe illness, such as providing options for virtual learning. LEAP will be following CDC's Guidance for Schools and Childcare Programs, Stay home when appropriate, Hand Hygiene and respiratory etiquette, Face coverings, Signs and messages.

   Reasonable accommodations will be provided for individuals that the CDC identifies as having a higher risk for severe illness from COVID-19, including older adults (aged 65 years and older) and individuals with disabilities and serious underlying medical conditions, which may include:

   - Chronic lung disease or asthma (moderate to severe)
   - Serious heart conditions
   - Immunocompromised
   - Severe obesity (body mass index, or BMI, of 40 or higher)
   - Diabetes
   - Chronic kidney disease undergoing dialysis
   - Liver disease
   - Medically fragile students with Individualized Education Programs (IEPs)
   - Students with complex disabilities with Individualized Education Programs (IEPs)
   - Students who require accommodations under a Plan in accordance with the Section 504 of the Rehabilitation Act of 1973 (504 Plan).

   LEAP Academy will follow the Families First Coronavirus Response Act (FFCRA) as needed for staff. Full time employees can take 80 hours of paid sick leave, under the Emergency Paid Sick Leave Act after that they will need to apply for extended leave under FMLA.
2. Critical Area of Operation #2: Classrooms, Testing, and Therapy Rooms

LEAP Academy will practice social distancing where possible, when social distancing is not possible we will install barriers and require students and staff to wear face coverings.

Barriers/Face Covering:
Barriers are being installed at all entrance to all LEAP Academy buildings at the security desk, office manager’s desk, classrooms desk and tables. In addition to barriers all staff and students will be required to wear face mask. Additionally, all K-3 students will be given face shields to wear in addition to mask.
Everyone entering LEAP Academy is required to wear face covering. If students or staff cannot wear face covering, they must provide a doctor’s note to school administration, per the Department of Health.

Hand Sanitizer Dispensers have been installed in every entrance, exits, classroom, office, lunch rooms and hallway throughout the District. These dispensers will dispense Symmetry Foaming Hand Sanitizer which is 70% alcohol as recommended by the CDC.
For classrooms with sinks installed, there will be soap, paper towel and hand sanitizer available. Students will be instructed in the proper way to wash their hands as well as signage will be posted throughout the District.
**Hand Washing and Sanitizing.** Students will wash their hands several times throughout the day. These times include but are not limited to before and after meals (breakfast & lunch), after using the restroom, after returning from recess. Hand sanitizer will be available in all classrooms, hallways and throughout the buildings for use at any time.

**Shared objects will be limited.** Students will be assigned their own individual devices, and classroom supplies. Staff will limit the use of shared objects and when object must be shared they will be sanitized in between use by students.

**Adequate ventilation** is available in each LEAP Academy building. All HVAC systems have damper systems that allow for 10% fresh air to be circulated through the buildings. Air filters have been and will continue to change on a monthly basics to increase the filtration in the buildings. The Maintenance department and COO will be overseen these areas to ensure enforcement and accountability.

### 3. LEAP Critical Area of Operation #3: Transportation

LEAP Academy will require all students to wear face coverings when riding on the district provided transportation. Students will be assigned seats on the school bus, (two kids in each seat), keeping family members grouped together when possible. Each bus will be equipped with hand sanitizer, that students will be required to use upon entering the bus. Windows will be open when the weather permits, signage will be placed on all buses reinforcing social distancing and hygiene. Parents will be required to bring kids to the bus stops in the morning with students. A Parent Ambassador will be assigned to each bus to be with the bus driver and perform temperature checks and hand sanitized for all students prior to entering the school bus and to assist the driver with monitoring the students on the bus. Buses will be cleaned and disinfected after each route and the Parent ambassadors will be providing oversight to enforcing safety at all times.
LEAP Academy will be providing our own transportation regular and courtesy buses starting this school year. This will limit additional students using public transportation buses.

4. **Critical Area of Operation #4: Student Flow, Entry, Exit, and Common Areas**
   Each building in the District will have a dedicated entry. The entry way will be equipped with a Thermo Temperature Reader that will scan everyone that enters the building. Additional hand-held thermometers will be available as a back up to the Thermo readers. If a student has a fever they will be sent to the dedicated quarantine room in the nurse’s office until they are picked up by a parent/guardian. Adults that scan with a fever will be directed to exit the building to go to their doctor and the entry area will be disinfected by the custodian staff immediately. A list of symptoms will be posted at each entry way.

   **Playground:** The playground will be marked with social distancing signage on the ground for the students to line up for entry into the building. Playground equipment will be blocked off from usage. Areas in the playground will be sectioned off for student use, based on groupings.

   **Hallways/Stairways:** The hallways and stairwells will be marked with directional signage. Stairwells will be designated for up and down, hallways will have social distancing signage. The rails will be disinfected regularly by the maintenance department.

   **Visitors:** Visitors will have limited access to inside the buildings at LEAP Academy school district. All visitors will need to schedule an appointment prior to entering the building if necessary. All visitors must wear face coverings and will be temperature checked before entering any building. **If a visitor cannot wear face covering they will not be allowed into the school building until they get a doctor’s note providing clearance.**

5. **Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms**
   LEAP Academy will utilize Thermo screening, self-reporting and parent checks to detect symptoms. Students that present symptoms in school will be sent to the nurses’ quarantine office space until a parent/guardian comes to pick them up. The parent will have the option to take the child to the LEAP Health Center to be evaluated and/or tested. Staff will leave the building and they can go to their private doctor or utilize the LEAP Health Center to be tested.
The Thermo Temperature Reader documents 30,000 entries and records the results. If someone test positive for CoVid, LEAP Academy will contact the New Jersey Health Department, LEAP BOT, staff and families, while maintaining confidentiality.

**Face Covering:** Everyone entering the building is required to wear face covering. Face shields will be utilized for the younger students and students & Staff that cannot wear face coverings due to medical reasons.

6. **Critical Area of Operation #6: Contact Tracing**

To help with contact tracing, students will be kept in groups when possible as we have their morning results. Teachers will switch classrooms instead of students to minimize contact and possibly spreading the virus. By minimizing student movement LEAP Academy will be able to better trace student contact.

School administrators will notify the Camden County Department of Health about positive COVID-19 cases at LEAP Academy. All positive cases of COVID-19 in Camden County will be electronically reported through the state portal to the Camden County Health Department to commence contact tracing and case investigation. During contact tracing, if the health department identifies a positive person with contacts in LEAP Academy which has not been reported by the school administrator, the health department will notify the school administrator or his/her designee. The Camden County Department of Health will take the lead on contact tracing, isolation/quarantining of ill students and staff, and any further actions needed to contain the spread of COVID-19. The School district does not have to do contact tracing of positive cases related to the school. However, the LEAP administration will be contacted during the contact tracing procedure for information regarding a case. LEAP Academy will keep records of students, including cohorts that the health department will require during contact tracing. The Camden County Health Department will handle all contact tracing and have staff available to perform contact tracing and case investigation with the information provided by the school. Notification of a positive case to the Camden County Department of Health by LEAP administrators will be through the COVID hotline 1800-999-9045 or schools.covid@camdencounty.com

7. **Critical Area of Operation #7: Facilities Cleaning Practices**

Facilities cleaning procedures will be increased to combat the possibility of contamination. Custodian staff will be assigned specific task throughout the day to clean and sanitize the buildings.

Hand sanitizer dispensers will be located and available for use in every classroom, office, hallway, entrance and exit. They will be monitor daily for replacement ensuring that we always have them refilled.

Each classroom will be equipped with disinfectant wipes to clean small objects they may be touched regularly by staff and students. Wipes will be available in all classroom to disinfect technology devices.
Custodian staff will regularly clean high touch areas, will disinfect classrooms if students have to switch rooms between groups.

Offices will be equipped with cleaning and disinfectant products so that the staff will be able to wipe things down as necessary between the custodian staff cleaning.

Bathrooms will be cleaned several times daily on a rotating schedule, as well as at the end of the day.

LEAP Academy will utilize fogger disinfectant machines to disinfect the building every day at the end of the day, these machines will use PEROXY HDOX which is on the CDC and EPA list of approved products to combat CoVid 19.

PEROXY HDOX will also be used to clean the lunch rooms between lunch service.

8. Critical Area of Operation #8: Meals
K-2nd grade meals will be served daily in the classrooms. Food Services will prepare pre-made meals and they will be delivered to the classroom and served to the students by the teacher and instructional assistants. Students will not be able to utilize family style, buffet style or self-serve. Every kitchen staff will be required to wear mask, gloves and follow proper protocols for meals served in classrooms.

3rd -11th grade will have meals served in the lunchrooms. Tables will be outfitted with barriers and will be spaced out. The LEAP Early College 12th graders instruction happens at Rutgers and Rowan remotely and in person and students will be served lunch at Rowan Building with grab and go lunches since they attend Rutgers and Rowan classes. Barriers will be installed in the service areas and at the lunch tables to maintain safety. This will be monitor by the Director of Early College, Teachers and high school administrators.

Meals will be available for students that choose the remote learning option as well. Lunches will be served to all students regardless of the option. Remote learning students’ parents will pick up breakfast and lunch for their students from a designated area of the school.

9. Critical Area of Operation #9: Recess/Physical Education
Recess will be limited to 50% of the grade level at a time.

Playground equipment will be closed off and not used. The playground area will be sectioned off to have designated groups in a single area. Locker rooms will be closed and students will report to school in their gym clothes. Equipment used for gym will be limited to items that can be disinfected between student use.
Critical Area of Operation #10: Field Trips, Extra-curricular Activities, and Use of Facilities Outside of School Hours

Field trips have been cancelled for the fall. This decision will be re-evaluated for the spring. Extra-curricular activities will be limited to a number that is able to social distance and keep the students in designated small groups. LEAP Academy will not be allowing outside agencies to use the school facilities. Our banquet and training facilities can be used but anyone using them will have to adhere to LEAP Academy safety protocols and will be cleaned and disinfected accordingly.

Wellness Team:
Family Support: Social Emotional Support Plan

Identify and address the needs of staff

There is no question that educators have been greatly impacted by this pandemic. It’s important to address the needs of educators so that they may be prepared to address the needs of students. Studies have shown that focusing on the social-emotional development of adults can lead to positive outcomes for students. The same skills that can help students succeed in school and life can benefit teachers and school leaders who incorporate SEL practices into their own lives.

Adults who recognize, understand, label, and regulate their own emotions are less likely to report burnout, demonstrate higher levels of patience and empathy, encourage healthy communication, and create safe student learning environments. This will be an essential skill for adults, especially as schools begin to reopen.

Teachers who possess social and emotional competencies are more likely to stay in the classroom longer. Teachers with high levels of social competence are better able to protect themselves from burnout by: developing and managing nurturing relationships with their students managing behavior in their classrooms serving as behavioral role models for children and regulating their own emotions.

- We will distribute Social Emotional Learning survey to faculty and staff prior to school begins and during the school to determine levels of anxiety of staff and address concerns accordantly. This will be done the week before school begins and once a month.
- We will deliver PDI’s programming that addresses SEL training for faculty every month in the school PDI curriculum.
• We will form PLC groups for faculty and staff after working hours to address how the pandemic has impacted their lives both professionally and personally. The CAO and COO will work with social workers of the school to lead these discussions.
• We will form a book club for faculty and staff after working hours to address ways to invest in self-care. Human resources office will lead this with the CAO of the school.

A LEAP social emotional learning plan includes and prioritizes a fully staffed school-based mental health team.

It is imperative to have a comprehensive plan for deploying and utilizing school-based mental health professionals. School-based mental health professionals include School Psychologists and school Social Workers. At the most basic level, we must ensure that they have an adequate amount of school-based mental health professionals to meet the existing and emerging mental health needs of students.

At LEAP our school-based mental health professionals are key to a social emotional learning plan because they specialize in working with young people and their families to make sure they know how to manage their emotions, develop coping skills, and know how to navigate difficult as well as stressful times. Our School Psychologists directly support the well-being of children and are experts at screening, evaluating, and identifying children who have academic and behavioral difficulties. This unique skill set will prove to be crucial as schools begin to reopen by helping to identify students who might be in need of additional support.

LEAP School Social Workers and Director of the Health and wellness clinic are trained as mental health professionals and can assist with mental health concerns and behavioral concerns. They also provide individual and group counseling or therapy, which will be essential as schools reopen. Our School college access staff are vital members of the school-based team in elementary, middle, and high schools. School college access advisor and social workers work to improve outcomes for all students by implementing a comprehensive school counseling program, helping students to properly manage emotions, and even providing grief and trauma counseling. School counselors are and will continue to serve as essential personnel in a post COVID19 world.

At Leap we have a comprehensive SEL team to address the social and emotional needs of our students and families, including the following on staff

• Social workers
• College Access advisors
• School Social Workers
• School Nurses
• Chief Medical Officer/Pediatrician MD
Our LEAP plan addresses the social emotional needs of students and families since we have a comprehensive methodology and approach to addressing health and wellness. We use a holistic model to meeting the needs of all our children. Responsive classroom and PBIS are utilized as programs in the classrooms to support our students. At its core of our mission, this includes helping students (and staff) to identify, understand, and manage their emotions following healthy pathways using our programs.

Now more than ever, we must prioritize SEL. As LEAP schools reopen, is imperative that we teach students how to effectively identify, understand and manage their own emotions. The focus must be in helping students correctly label their own emotions, recognize the impact of their thoughts and feelings, and to understand how their emotions affect their behavior as well as their physical health. The focus should include teaching students how to have concern for others, to make responsible decisions, how to properly develop healthy relationships, and effectively manage challenging situations. The focus will be on teaching students how to set and work towards achieving positive goals, to manage time and stress, and to show empathy for others during these difficult times.

**LEAP social emotional learning plan prioritizes relationships and human connections.**

At LEPA Academy one of the most basic values is that our children must feel loved, valued, and be connected with others. The only way that we will make it through this difficult time is if we do it together. Therefore, our district and school leaders are okay with prioritizing relationships and healthy human connections since this is something that is embedded in our school culture and philosophy. This means that we must spend even more time ensuring our students have the skills and ability to manage relationships with peers (and adults) and to maintain those relationships over time.

As part of an our comprehensive SEL plan our team is developing ways for students to learn to communicate effectively, engage productively and collaborate successfully with others, and be able to offer and seek help. The focus of this is on establishing and maintaining healthy relationships. This includes teaching students how to communicate clearly, resist inappropriate social pressure, resolve conflict peacefully, share their thoughts and feelings with one another appropriately, and even how to ask for help when needed. Some simple strategies for teaching relationship skills to students might include:
• Using collaborative groupings to reinforce the importance of working together to solve problems and achieve goals.
• Model and reinforce effective communication and relationship building.
• Teach students when and how to ask for help. We help students learn how to identify resources and supports (academic, social emotional, community, financial, etc.).
• Establish a conflict resolution process that is used school-wide any time there is a conflict.
• Give students authentic feedback for resolving conflicts peacefully.
• Work with your school-based mental health professionals for additional strategies to help students build and develop relationship skills.

Health Center:

The LEAP Health Center provides already a pediatric acute and chronic care to Leap Students and the surrounding community. The LEAP Health Center provides and will continue with accurate and ongoing updates to patients/parents regarding measures being taken to help keep patients, students and staff safe. Publicize guidelines specific messages on how to decrease the risk of exposure while at work/school, including the use of face coverings, frequent handwashing, use of hand sanitizer, and social distancing. Educate families on their role and responsibilities: children stay home when sick; plan for when need to pick up from school as soon as possible to avoid other students from further exposure; quarantine/isolation recommendations and home care guidelines.

Testing for CoVid 19 will be available for all students, staff and parents on a regular basis since our health wellness clinic is operating inside our schools.

LEAP School Nurses: School nurses will be a major part of the pandemic response team in each building. They will assist in developing a home screening questionnaire to be used by parents and staff on a regular basics. School nurses will check for signs and symptoms of employees and students daily upon arrival, conduct routine, daily health checks.

School nurses will assist with implementing a hygiene program for all students and staff as a priority the first semester and continue throughout the year.
LEAP Special Education/ESL

- LEAP Students with disabilities will receive services in accordance with the applicable Individualized Education Plan, Section 504 Plan, or ESL accommodations based on methods and locations agreed upon and documented by the applicable team to meet the student’s needs and goals. The LEAP supervising teacher or building administrator shall coordinate with parents and the special education staff or cooperative to ensure all applicable statutes are followed in accordance with U.S. Department of Education guidelines.

- The LEAP focus of ESL instruction is the integration of academic content and English language skills, with the goal of enabling ELLs to achieve proficiency in the four domains of listening, speaking, reading and writing, along with grade-level academic competency. To achieve this goal, our ESL teachers are highly qualified and knowledgeable of the varied cultures represented by their students. Our ESL teachers regularly receive trainings from the program supervisor and academic leaders throughout the year. All the ESL teachers are members of NJTESOL and participate in the annual convention as a team.

- At LEAP Data-driven instruction is at the heart of ESL instruction. Students in the ESL program are continually assessed for their English language proficiency using benchmark tests, portfolio assessments, progress reviews as indicated in the ESL curriculum.

- Based on the data collected from aforementioned documents, ELLs may change levels and/or schedules within the school year in order to meet their instructional needs. Beginning level students are placed in high intensity program and receive additional language supports throughout the day while learning content from Sheltered Instruction certified general education teachers. Higher level students receive ESL services and are placed in cohorts with experienced Sheltered Instruction certified teachers. All pull out ESL classes have less than 10 students to ensure students are provided high quality differentiated instruction they deserve.

- Our ESL teachers are responsible for documenting the progress of ELLs in both ESL and regular classes through frequent contact with the classroom teacher and use of the ESL Progress Reports.

- All general education teachers are trained on crucial concepts: differentiated instruction, providing modifications and accommodations to ELLs. Teachers utilize ELL's ILPs (Individualized Learning Plans) and Can-do descriptors to determine modifications needed to make content accessible for ELLs. "Modification Folders" in Office 365 to document have been created for teachers to house the artifacts of differentiated instruction and assessments.

- Databases used for SpEd and ESL instruction during in-class and remote learning: Let’s Go Learn ELA and Math, Hibstervention and Sonday Essentials
LEAP Technology:

The LEAP technology TEAM and department is essential to the re-entry plan. During remote learning LEAP Academy technology team distributed over 1000 devices to students and staff at their homes. For re-entry LEAP Academy has ordered 1600 replacement devices so that we will continue to be a 1 to 1 district. LEAP Academy will work with families that do not have internet as by assisting them with enrollment in Comcast Essentials, those who cannot be enrolled in this program will be given a hotspot. LEAP Academy has contracted with Verizon and purchased hotspots for families that request internet access.

To strengthen the schools technology and online presence we have chosen several software products.

- **Schoology - Learning Management System.** Schoology will allow LEAP Academy to maintain an online presence for all students who are absent from school for CoVid or other reason and still be able to participate in daily learning, thus reducing absences.
- **Canvas** – had been previously purchased but will be used for the Spanish Online classes.
- **Trip Spark** – new transportation software, since we are operating our own transportation.
- **Zoom and webex will be utilized as well for teachers webinars and PDI regularly**

The technology department will support all areas of the district including but not limited to: enrollment, transportation, instructions and administration.

LEAP Facilities: The District will be implementing guidelines for deep cleaning, disinfecting, and improved ventilation across all buildings in accordance with best practices from New Jersey Department of Health, Department of Education, and the Centers for Disease Control and Prevention. As we work to prepare buildings for re-opening, we will continue to monitor and implement any new best practices.

- Each school building will be equipped with EPA registered COVID-19 virucide and disinfecting equipment/supplies to support increased cleaning protocols. We will be using HYDRO PROXY as approved by the CDC and EPA to combat COVid 19.
• Custodial staff will be trained in daily cleaning practices, specialized/responsive cleaning, enhanced disinfecting techniques and how to respond to emergency situations as they arise.
• All schools will be equipped with electrostatic sprayers to support custodial staff in increased disinfection of spaces after students and staff leave the building each day.
• Hand Sanitizer Stations with at least a 60% alcohol-based sanitizer will be mounted and maintained outside of entrances/exits, entryways of cafeterias and bathrooms, at the ends of hallways and inside of Health Suites. Classrooms will also be provided with hand sanitizer and cleaning supplies.
• Identified ‘high touch points’ will be disinfected at a higher frequency of at least every four hours.
• Signage will be posted throughout each building identifying high touch areas and cleaning frequency.
• A cleaning/sanitizing checklist will be created and completed by the custodial staff responsible for the cleaning.
• Custodial staff will ensure that all handwashing sinks are operational and have clean running water, soap and paper towels. If a sink becomes inoperable, immediate steps will be taken to repair it or a hand sanitizer will be provided in its place until the repair occurs.
• To increase ventilation, we will be replacing air filters, ensuring windows are operable and secure to allow for increased outdoor air flow, and increasing circulation of air as much as possible by adding portable fans.
• Lunch rooms will be cleaned and disinfected before breakfast and lunch and between each grouping or students.

LEAP Operations:

Enrollment: The enrollment office will continue to perform the duties of enrolling students and providing parents with the necessary assistance to have all enrollment documents. This will include enrollment documents, transportation request, lunch forms and home language surveys. Currently this is being done electronically, through the mail and by appointment. The goal of the enrollment office is to ensure that the district is fully enrolled with 1560 students and that the families are connected with all of the necessary services to have a successful year. Recruitment and Retention is also a major function of the enrollment office, this will include ensuring that the district maintains full enrollment, providing programs and incentives for students to stay at LEAP Academy and addressing needs of families that may be considering leaving the district.
**LEAP Transportation:** Transportation is the key to ensuring that we have a successful re-entry plan and will play a part in enrollment as we launched our new school year. LEAP Academy has acquired 7 new buses bringing our fleet to 14 buses to ensure that all our children are safe from the minute they leave home to school and back home. We have adopted a 360 approach to ensure that our children and families are safe.

Parent Safety Ambassadors on the LEAP buses will be providing hand sanitizers upon entry to the bus, taking temperatures, attendance, assigning seats to all students – keeping family members seated together to ensure that they are safe and ready to learn.

Buses will be disinfected daily between routes with HYDRO PROXY. Barriers can be installed on the buses to promote additional social distancing measures.

**LEAP Security TEAM:** LEAP Security will be used to monitor and limit traffic entry into the district. They will monitor along with the administration individuals entering the district through the Thermo scan and will direct outside traffic to the necessary location. The security team is responsible for the security of all our buildings and school community.