

# EINSTEIN SCHOOLS' REOPENING PLAN

[einsteincharter.org](https://einsteincharter.org)

Our mission is to nurture students to be academically **STRONG** as well as socially and emotionally **resilient**.



Plan designed by Einstein's Collaborative Design Committee and COVID-19 Taskforce; CEO, Chair



# EINSTEIN SCHOOLS' REOPENING PLAN

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Our mission is to nurture students to be academically **STRONG** as well as socially and emotionally **resilient**.

Einstein Schools began the school year virtually for all learners. The Hybrid Model will take effect on September 8, 2020. We will update our learning community on any changes to in-person schooling plans.





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# MISSION

*The mission of Einstein Schools is to nurture students to be academically **STRONG** as well as socially and emotionally resilient.*







# Message from Einstein's CEO

Dear Einstein Learning Community,

We truly miss our students and families! As a parent of school-age children, I believe that safety AND social & emotional health must be non-negotiable priorities. Moreover, while the task ahead is difficult, our team will do its best to provide high quality access to remote, in-person, or hybrid learning models for every Einstein.

I am confident that we will get through this pandemic together as a family. To that end, the Einstein Learning Community is counting on your trust, strength, and resilience.

With Gratitude,

CEO, Einstein Schools

A handwritten signature in black ink, appearing to be the initials "MK" followed by a stylized flourish.







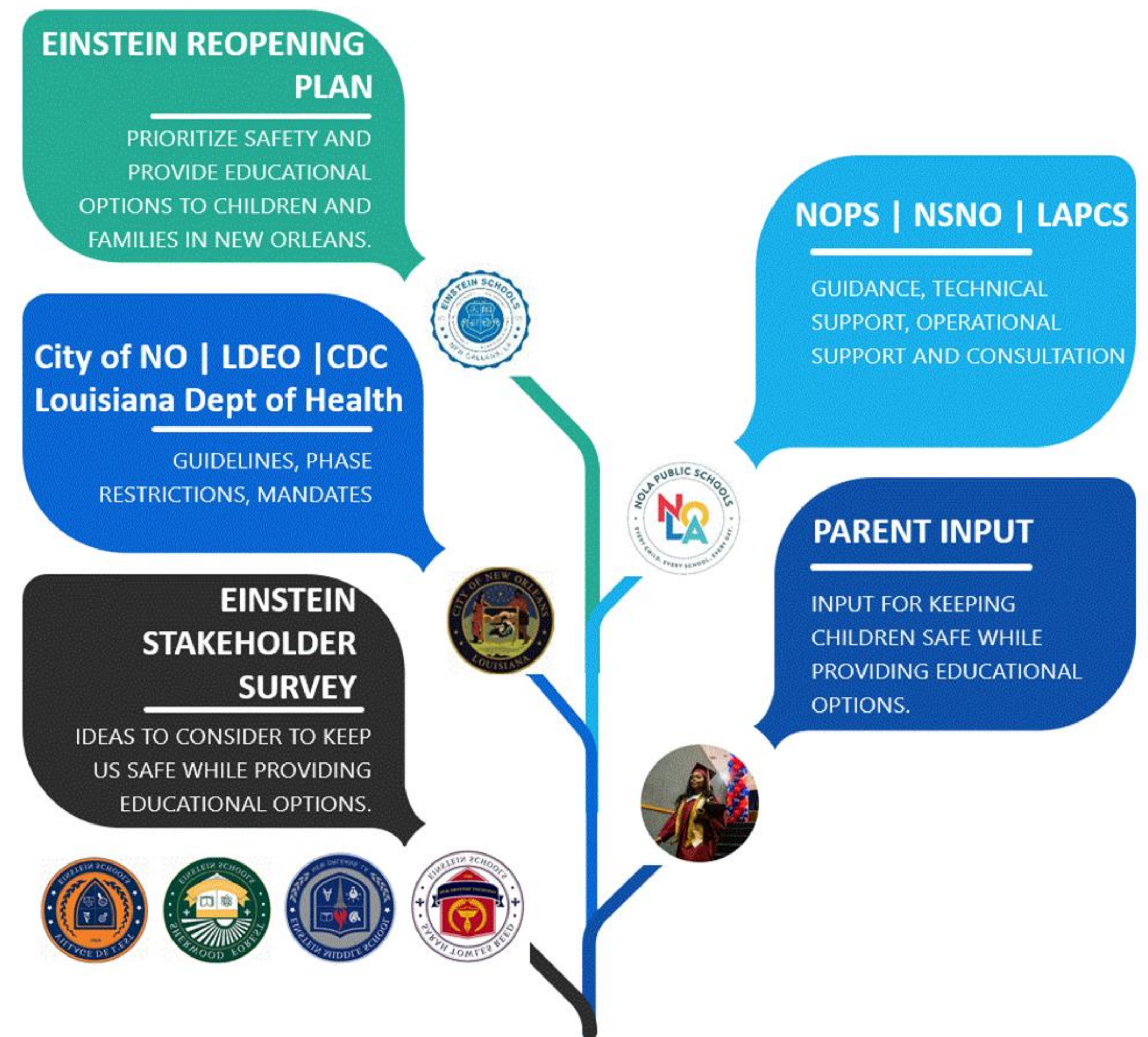
# OVERVIEW & DECISION MAKING

Einstein Schools understands the importance of public education to families in New Orleans.

In alignment with our mission, our team has been working to support a seamless transition for students, families, teachers and staff. This presentation is an outline of Einstein Schools' comprehensive plan. Our plan is thoughtfully organized in accordance with Governor Edwards' phases of reopening and the guidelines from CDC for reopening schools.

While our plan is aspirational, our ultimate goal is to sustain the trust of our school community and provide a safe environment for teaching and learning!

## EINSTEIN'S REOPENING DECISION MAKING TREE







# GUIDING PRINCIPLES

All decisions for reopening will be guided by fluid recommendations provided by the CDC, state and local government officials. Given that we cannot predict with certainty if there will be a spike in COVID-19 cases in the coming months, we engaged in the following actions while creating Einstein Schools' Reopening Plan:

- vetted numerous scenarios;
- discussed on-site safety precautions;
- developed monitoring structures;
- created enhanced communication protocols;
- staggered our school schedules;
- and improved virtual teaching and learning frameworks;



# ACADEMICS







# SUMMARY

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## Elementary Schools - Monday thru Friday

- 8:00 AM - 3:30 PM
- Static groups of 25 people or less.
- Five (5) classes total
  - English Language Arts (ELA), Mathematics, Science and Social Studies
  - One hybrid elective course (Physical Education, Music, Technology, and Spanish)







# RECORD OF ATTENDANCE

## ATTENDANCE DOCUMENTATION

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### GRADES PRE-K to 5

- Teachers in grades Pre-K through 5 will record daily attendance in PowerSchools.
- Elementary teachers will record attendance at the start of each instructional day in PowerSchools.
- Elementary teachers will also record attendance after lunch utilizing a school created spreadsheet.
- Teachers will submit a online social worker request form after the child has missed 3 or more full or half days.

## ATTENDANCE DOCUMENTATION

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### GRADES 6 to 12

- Teachers in grades 6 through 12 will record daily attendance in PowerSchools.
- Middle School teachers will record attendance at the start of each class period in PowerSchools with a total of six(6) class periods.
- High School teachers will record attendance at the start of each class period with a total of four (4) class periods.
- Teachers will submit a online social worker request form after the child has missed 3 or more full or half days.





# SCHEDULE - ELEMENTARY

## Onsite Learning

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- Student Arrival: 8:00 a.m. - 8:20 a.m.
- Breakfast: 8:20 a.m. - 8:25 a.m.
- Core Classes: 75 Minutes
- Recess: 20 Minutes

\*5-minute transition time for teachers

\*Students remain in classrooms

## \* Virtual Learning Option

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- Elective or Direct Instruction of ELA or Math
- Teachers have been identified
- Teachers will receive training on all of the systems
- Curricula for virtual classes have been purchased.





# SUMMARY

## Middle and High Schools - Monday thru Thursday

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- Two in-person learning sessions & two virtual learning sessions
  - Team A: Students attend in-person learning sessions on Monday & Wednesday, and virtual learning sessions on Tuesday & Thursday
  - Team B: Students attend in-person learning sessions on Tuesday & Thursday, and virtual learning sessions Monday & Wednesday
- Static groups of 25 people or less.
- Four (4) classes total
  - English Language Arts (ELA), Mathematics, Science or Social Studies
  - One hybrid elective course (Physical Education, Music, Mastery & Tutorial Lab, Choir or Spanish)

## Middle and High Schools - Friday

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- Distance/ Virtual Learning
- 3-4 hours of independent work
- Social & Emotional Learning



Parents can choose a full virtual learning plan for any student. The student will follow the in-person learning schedule virtually with the support of teachers and staff.





# SCHEDULE - EMS & STRHS

## Onsite Learning - Mon thru Thurs

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**Student Arrival 8:15AM - 8:45AM**

**BREAKFAST 8:30AM - 9:00AM**

**Core Classes 75 Minutes**

**Safe Socialization 20 Minutes**

**\*5-minute transition time for teachers**

**\*Students remain in classrooms**

## Virtual Learning - Friday

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- **Elective or Direct Instruction of ELA or Math**
- **Teachers have been identified**
- **Teachers will receive training on all of the systems**
- **Curricula for virtual classes have been purchased.**





# CURRICULUM

## English Language Arts

### Pre-Kindergarten

- Creative Curriculum

### Kindergarten -- 2nd Grade

- Wit & Wisdom
- Foundations

### Grades 3-12

- ELA Guidebooks

### Intervention Components

- Lexia (PreK - 2)
- Raz-Kids (K-5)
- Rosetta Stone (ELL students)
- Mastery & Tutorial Lab (Grades 3-12)

## Mathematics

### Pre-Kindergarten

- Creative Curriculum

### Kindergarten -- 12th Grade

- Eureka Math

### Intervention Components

- Zearn (K-5)
- IXL (6-8)
- Mastery & Tutorial Lab (Grades 3-12)





# CURRICULUM

## Science

### **Pre-Kindergarten**

- Creative Curriculum & Hatch

### **Kindergarten -- 8th Grade**

- Amplify Science

### **Grades 9-12**

- LDOE Scope & Sequence

## Social Studies

### **Pre-Kindergarten**

- Creative Curriculum & Hatch

### **Kindergarten -- 12th Grade**

- LDOE Scope & Sequence





# VIRTUAL LEARNING

- Students will be tested and placed into tiers.
- Tiered groups will help identify students in need of Intensive Classes

## Paraprofessionals

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- Will be assigned to each grade level.
- Will work with students following each lesson/class period.

## Parents

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- Will have the option for their child(ren) to attend virtually.
- Schedule will mirror brick and mortar schedule for any parent that does not want their children to attend school in-person.

## Cameras

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- Purchased for each Promethean/SMART board -- this will allow students to see teacher in live-time.





# DIVERSE LEARNING

## Special Needs Students

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- In-Person Support
- Online Support
- Strict adherence to their individual Education Plans (IEPs)
- Students in Grades 6-12 can attend school daily

## 504 Students

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- Will receive most of their support onsite per their individual Accommodation Plans (IAPs)
- Mastery & Tutorial Lab

## English Language Learners

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- In-Person Support per their individual Accommodation Plans (IAPs)
- Online Support via Lexia & Rosetta Stone
- Students in Grades 6-12 can attend school daily





# RESPONSE to INTERVENTION (RtI)

## MASTERY & ACCELERATION TUTORIAL LAB-----

- Students in need of interventions engage in tutoring sessions focused on major content standards
- Facilitated by the school RtI Coordinator with the support of teachers and paraprofessionals
- Students in grades 8-12 will have the opportunity to engage in virtual learning via Edmentum to recover credits or earn additional credits.

## RTI MEETINGS -----

- The RtI Coordinator and the Student Assistance Team will meet at least once per month to identify students in need of support.



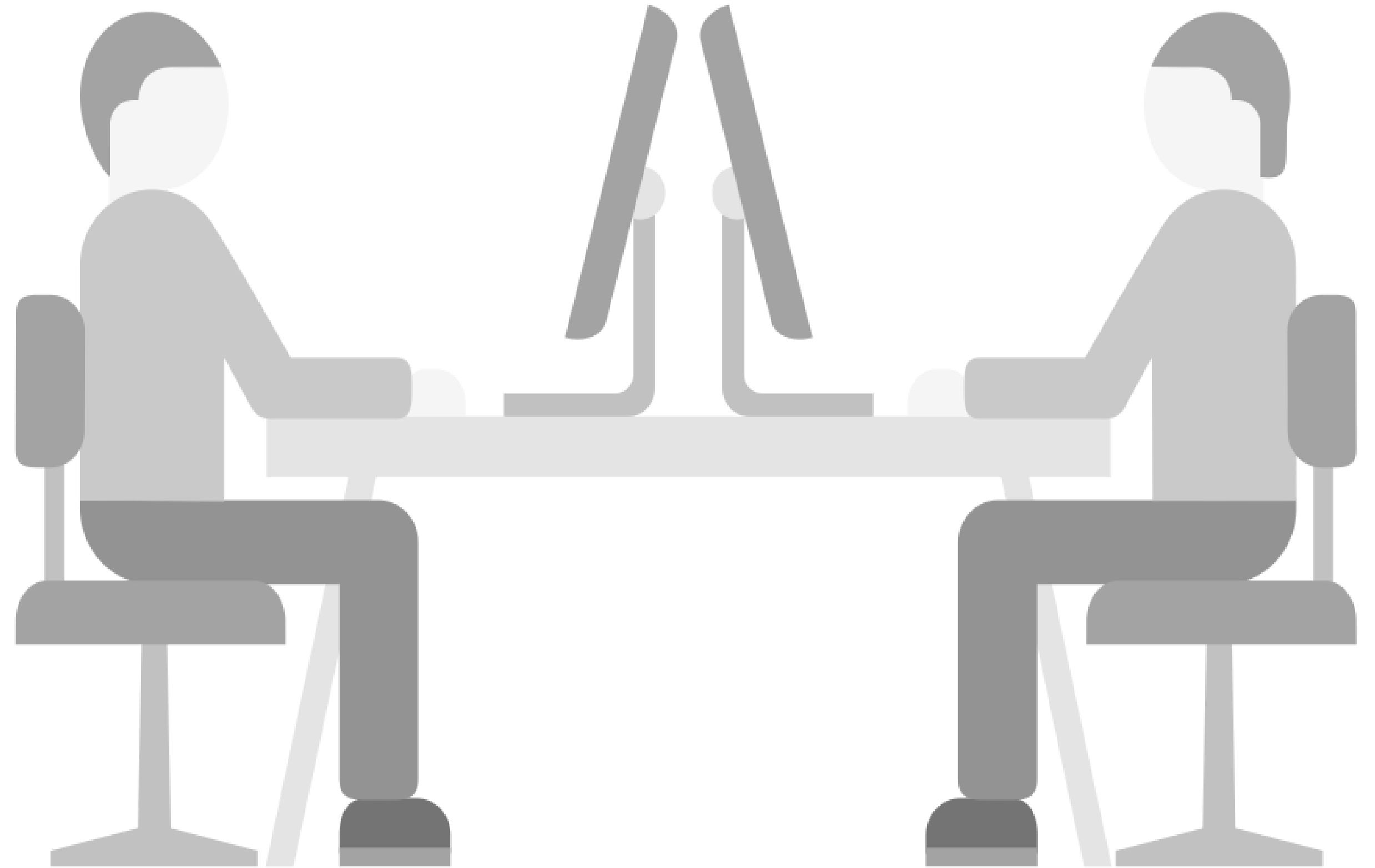


# TECHNOLOGY

## CHROMEBOOKS

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- Purchased additional chromebooks to achieve 1:1 ratio
- Additional chromebooks will be available to ensure students can complete virtual assignment in person or at home
- Determining way forward to support home internet access







# TECHNOLOGY

## CLEVER

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- Learning Management System
- Compatible with all of our learning resources

## EDMENTUM (Grades 6-12)

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- Learning Management System
- All students will engage in core content and elective courses on Edmentum. Curriculum is aligned to LDOE standards

## GOOGLE SUITE

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- Allows teachers to teach class virtually
- Teachers will be able to upload lessons, curriculum and assessment resources
- Students will have the ability to access, complete and return lessons.





# SOCIAL & EMOTIONAL

COVID-19 has a devastating impact on all of us. Now, more than ever, our focus on building **STRONG** learners, centering our work in Love & Logic, and building positive **RELATIONSHIPs** with our learners and families is most essential. Learn more about our aspirations in Social & Emotional Learning at [einsteincharter.org/sel](http://einsteincharter.org/sel) to learn more.

## OUR SOCIAL & EMOTIONAL LEARNING APPROACH



### S.T.R.O.N.G.

We utilize STRONG as a framework to encourage and remind students of the habits of attentive and active learners.



### LOVE & LOGIC

We practice Love & Logic to create a STRONG culture of love, equity and accountability.



### R.E.L.A.T.I.O.N.S.H.I.P.

We utilize the R.E.L.A.T.I.O.N.S.H.I.P. framework to establish and maintain STRONG partnerships with our students and community.





# SOCIAL & EMOTIONAL

## FRIDAYS (Grades 6-12)

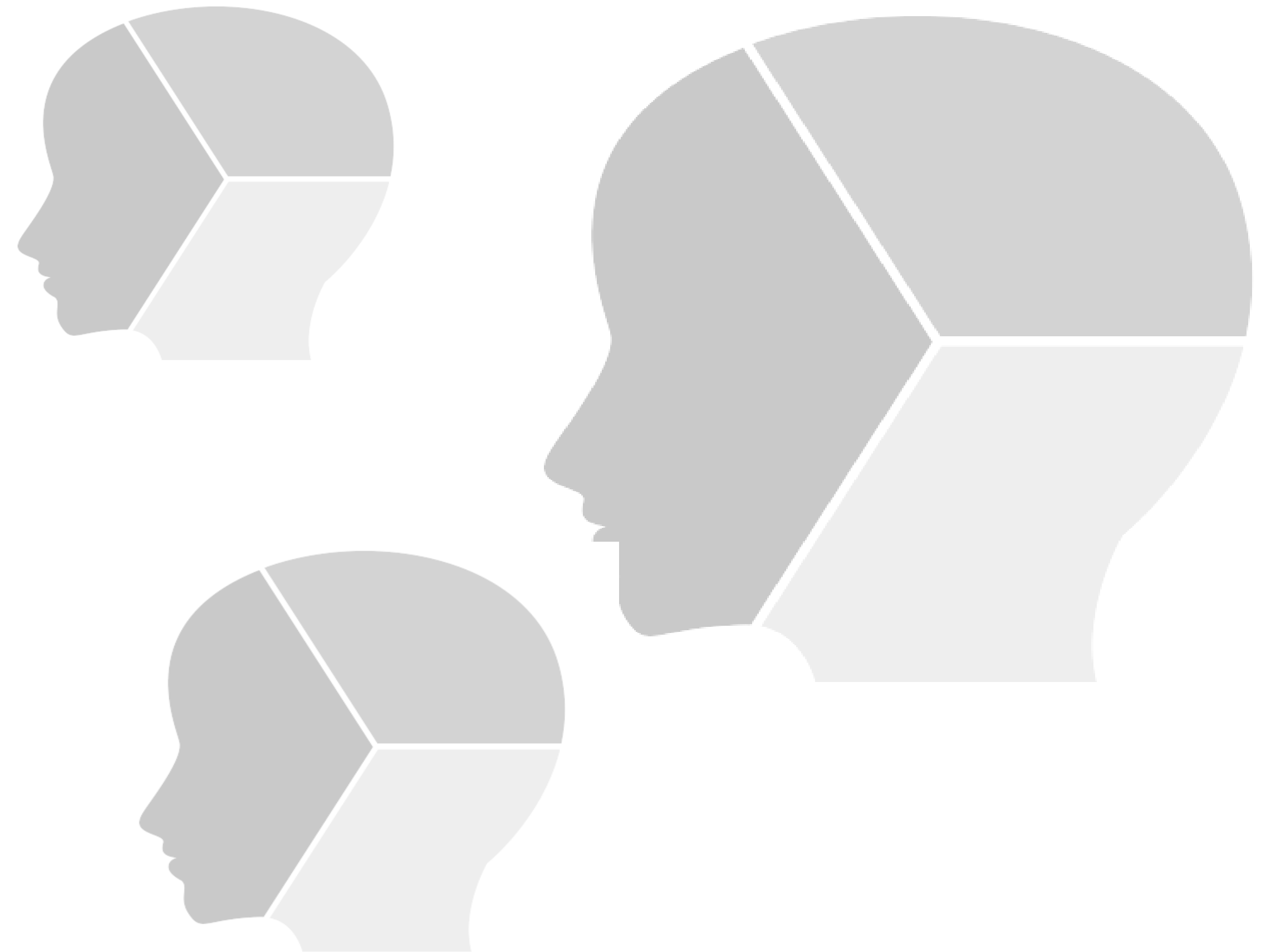
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- 8:30AM -- 9:30AM Advisory (Virtual Gathering)
- All Teachers & Staff will work with small groups of students during advisory.

## Second Step Curriculum

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- Program is led by Social Workers
- Virtual curriculum





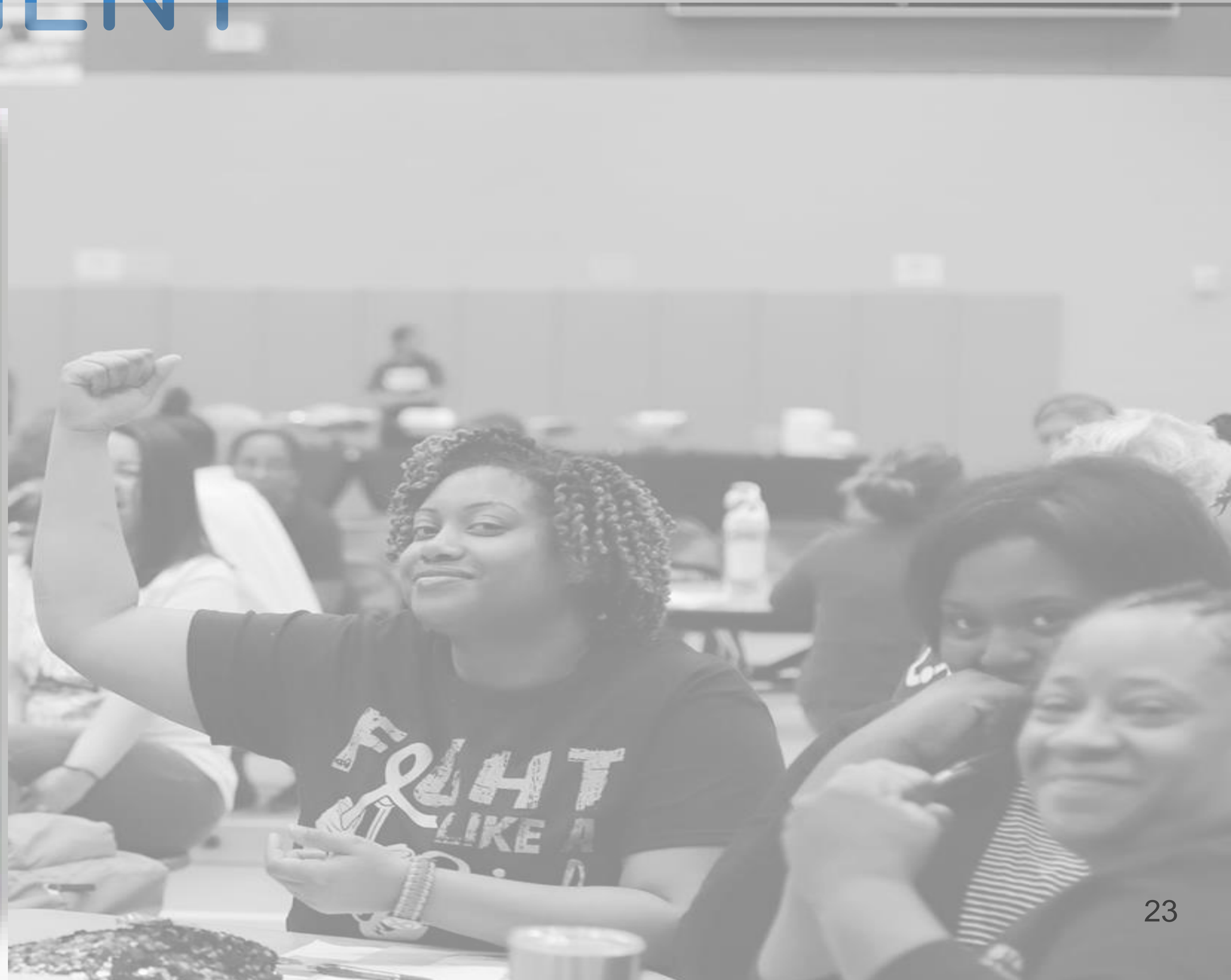


# PROFESSIONAL DEVELOPMENT

## 2020-2021 SCHOOL YEAR

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- Summer PD will occur July 27 - August 3, 2020
  - Focus on building various teacher capacities -- especially the virtual learning model
- Teachers and staff will engage in monthly half-day and whole day professional developments
  - Focus on building specific needs identified through classroom observations.







# SURVEYS

## TEACHERS

Einstein Schools surveyed teachers during the summer to garner teacher's input on our Distance Learning model and where we should place focus during the creation of our comprehensive plan.

## PARENTS

Einstein Schools is currently surveying parents to garner input for implementation guidance. Our first priority is the safety of the students and families we serve.

Parents can complete the survey using the following link.

<https://rb.gy/fkxn8q>





# OPERATIONS



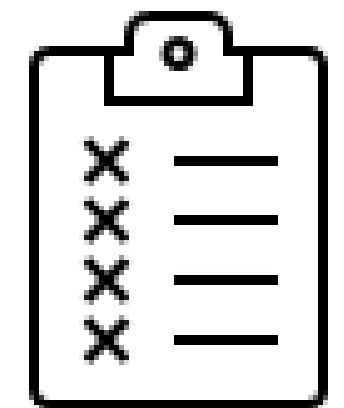
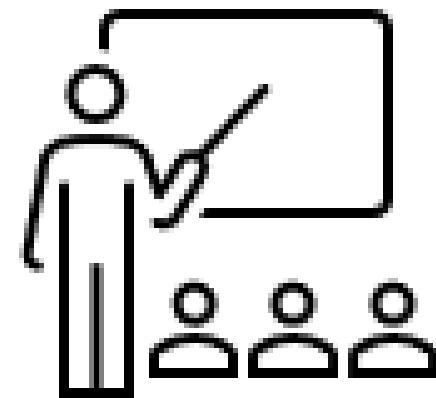




# CLEANING PROTOCOLS

To prioritize sanitation, Einstein's Collaborative Design Committee created the P.L.E.A.S.E. framework. Each day, at the end of each class, staff will ensure proper sanitation procedures. P.L.E.A.S.E. is in place to ensure that all staff members clean and sanitize the following (around the clock):

**P**AUSE - **L**EARNING - **E**FFORT - **A**ND - **S**ANITIZE - **E**VERYTHING







# CLEANING PROTOCOLS



Members of our facilities team will clean and disinfect frequently touched surfaces in the school and on buses, daily and around the clock. All persons entering school buildings will be required to take their temperature prior to being allowed into the schools.

- Door handles, crash bars, doorknobs
- Entry windows
- Office counters and surfaces
- Handrails
- Sinks and drinking fountains
- Dispensers
- Desks, table tops
- Restrooms
- Anything else that is handled frequently by multiple students and staff



# CLEANING PROTOCOLS

To prioritize health and safety, Einstein will use the following technology, materials, and products. We encourage parents to provide personalized bottle of hand sanitizer for each learner.

	No Touch Thermometers	<a href="#">Berrcom No-Contact Infrared Thermometer</a>  Backlit displays red and audible alarm if body temperature is above 100.4  Takes AA batteries, included	4	RMR Enterprises
	Thermal-insulated Food Storage Bags	<a href="#">Choice Insulated Food Delivery Bag, 23" x 13" x 15"</a>  ½" layer of insulation, water-repellent nylon exterior  Holds up to 5 full-size 2 ½" deep food pans	40	Corporate Business Supplies

	Item	Description
	Reusable Face Masks	<b>Mercer Protective Face Mask M69010BK</b>  Two layers of 100% polypropylene, non-woven fabric.
	Disposable Face Masks	<b>GB/T 32610-2016</b>  3 pleats, latex-free. Cannot be cleaned, dispose after single use.
	Disinfectants	<a href="#">KLEAN-n-SIMPLE Disinfectant</a>  Use with adequate ventilation. Store in a cool, dry, well-ventilated area.
	Hand Sanitizer	<a href="#">Hand Sanitizer Liquid with 80% Ethanol</a>  Keep container tightly closed in a dry, cool and well-ventilated place. Combustible under fire conditions. Keep away from sources of ignition, no smoking.





# HEALTHY HYGIENE PRACTICES

Faculty, staff and students will practice hand washing frequently.



## SANITIZING STATIONS

- Sanitizing stations will be positioned throughout the schools and at every classroom entrance

## FACE COVERINGS

- Face Masks are required for every employee

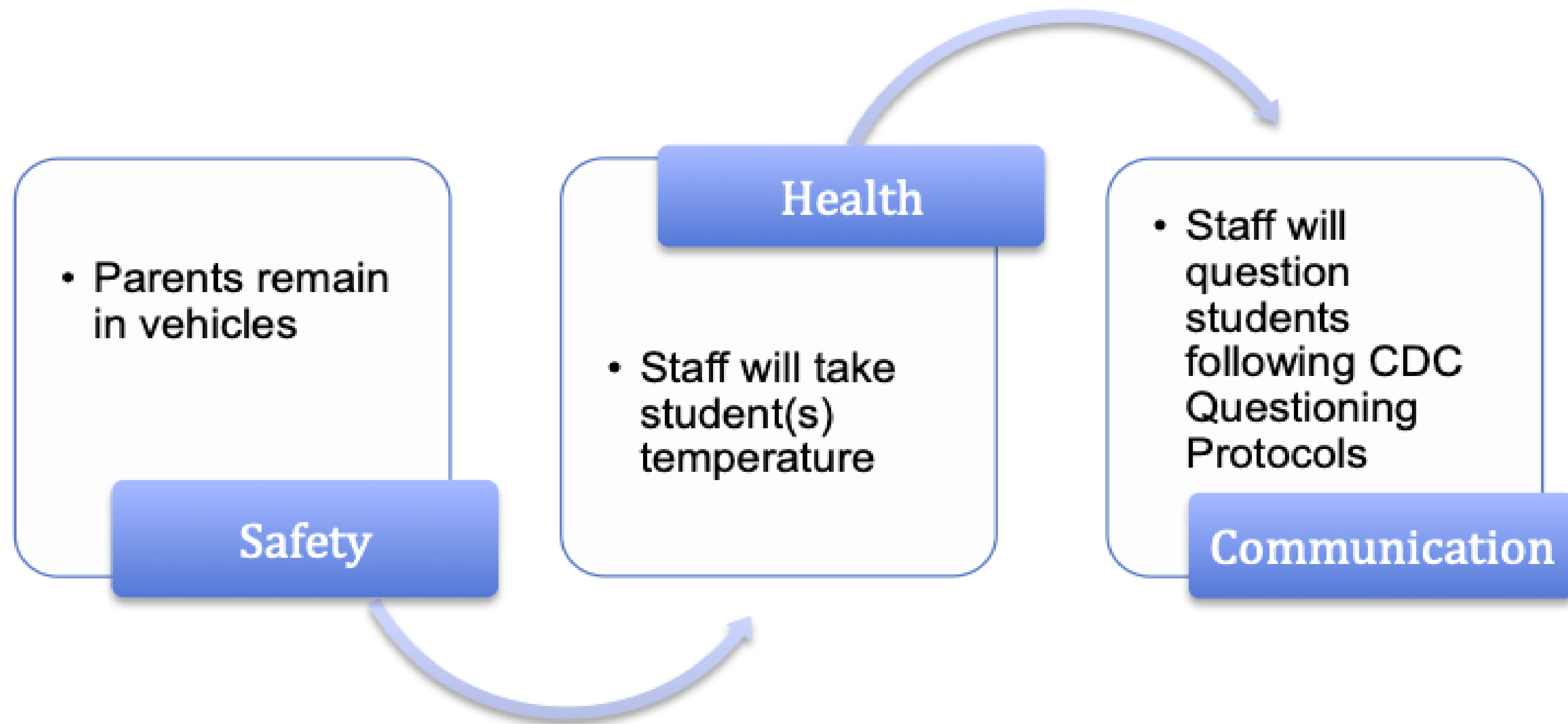
## VISITORS

- All visitors will check-in at the school's front office
- All visitors will be required to sanitize hands, wear face coverings, and socially distance



# TRANSPORTATION

## STUDENTS ARRIVING TO SCHOOL VIA VEHICLE

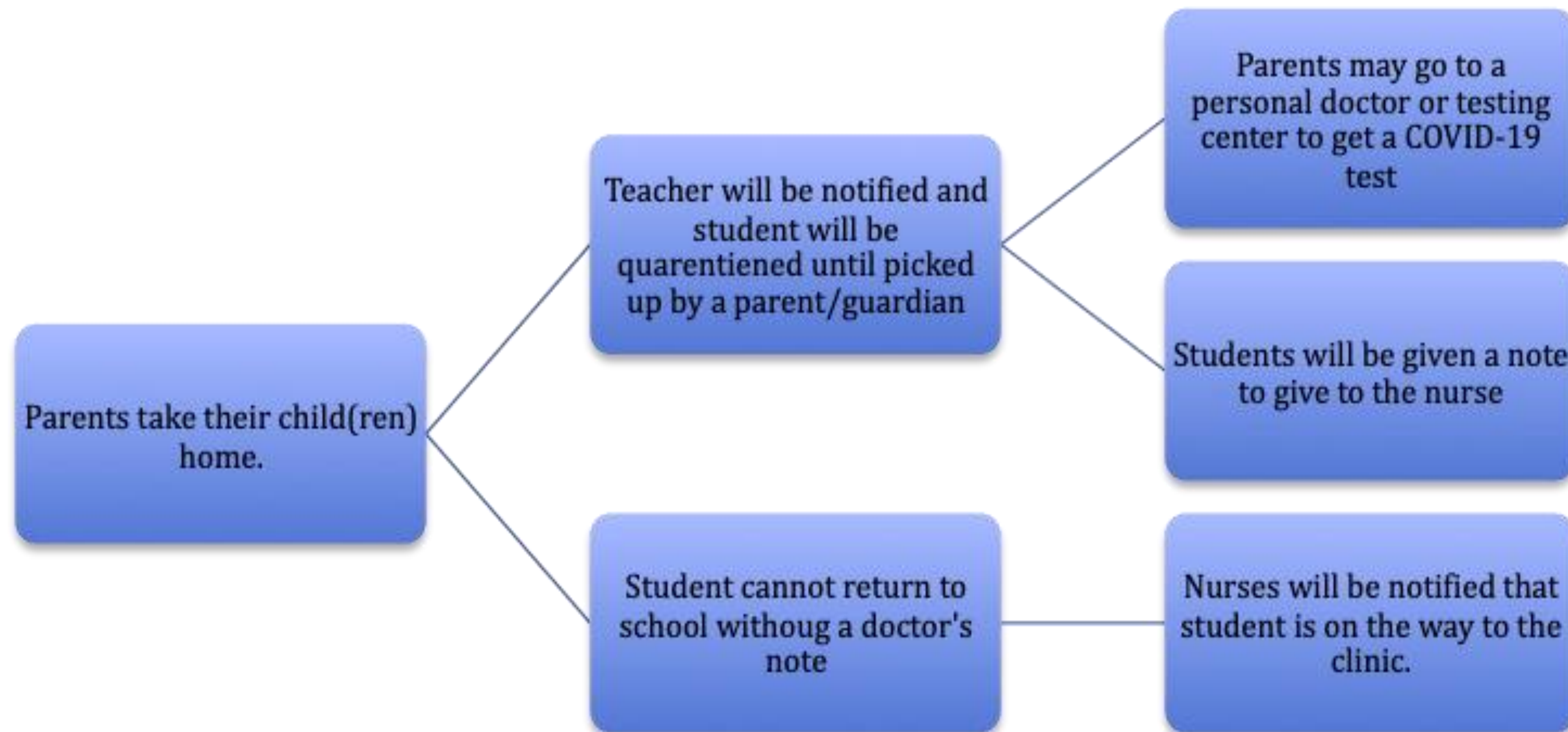






# TRANSPORTATION

## STUDENTS ARRIVING TO SCHOOL WITH A FEVER





# TRANSPORTATION

## STUDENTS ARRIVING TO SCHOOL VIA SCHOOL BUS

Buses will seat 1 student per seat:

1. Bus driver or monitor checks students' temperature. Students must be accompanied to the bus stop by a parent if 9 years or younger. If a student has a temperature, they will not be allowed to get on the bus.
2. Bus driver or monitor records students' temperature. Parents will be encouraged to take their child's temperature at home before school.
3. In the event a student over 9 years old fails the screening protocol, the bus monitor immediately notifies the parent via phone call or text message. If the student is accompanied by an older sibling, ALL siblings and student must return home. Students can only return to school with a doctor's note.
4. Bus Driver or monitor will submit logs to the school nurse. The school nurse or social worker will follow up with each family of the identified student(s).





# TRANSPORTATION

## SCHOOL BUS UNLOADING

- One bus at a time
- School staff will greet students as they exit buses
- Students will sanitize hands upon entering school buildings
- Backpacks will be sprayed with disinfectant spray
- Buses will be sprayed with disinfectant at the end of morning and evening runs



# MEALS

Breakfast and lunch will be served in the classrooms

A schedule will be created to assist cafeteria staff in serving meals

A schedule will be created to pickup trash immediately following breakfast and lunch

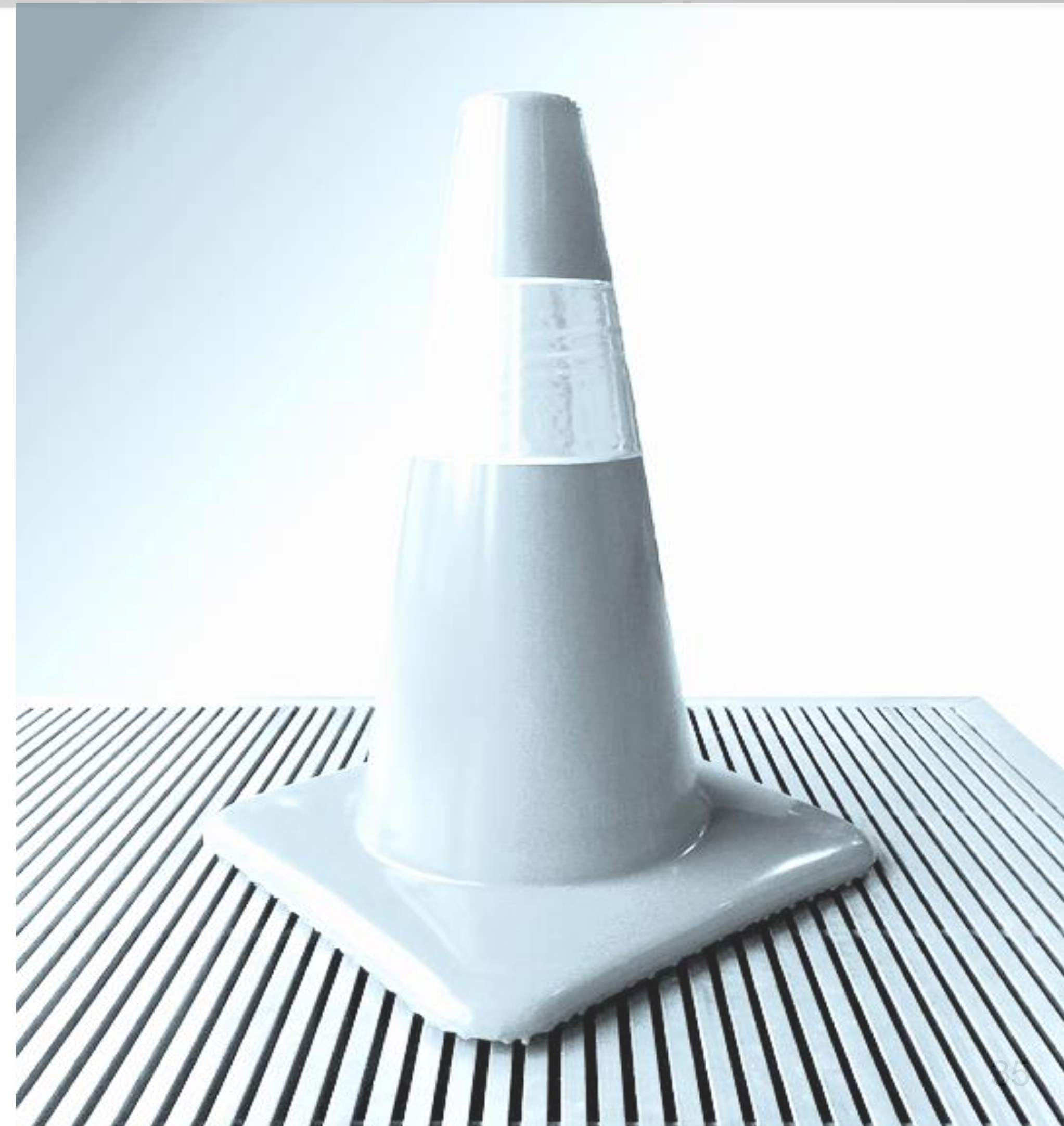
**All Schools will offer grab and go meals to any student who is not present on campus for the school day.**





# FLOW OF TRAFFIC

- Clear directives will be given to and followed by teachers and staff.
- Routines and procedures will be established and posted in the hallway and all entrances/exits
- No more than one class on the hallway at a time.
- Traffic flow signage around school will help with social distancing.







# COMMUNICATION







# \*CALENDAR

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

6 - 9th & 10th Grade Academies

7 - 11th & 12th Grade Academies

7 - Elementary & Middle Supply Drop Off Day

10 - 1st Day of School for High School

10 - Elementary & Middle Schools' Orientation Day

11 - 1st Day of School for Grades 1 - 8

17 - 1st Day of School for Kindergarten

18 - 1st Day of School for Pre-K



# SOCIAL MEDIA

All members of the Einstein Learning Community have access to our social media accounts. Our Director of Communications will post crucial updates via social media, as they arise, to ensure that families remain abreast on pertinent information regarding schooling at Einstein throughout the 2020-21 academic school year.



Einstein Charter Schools



@einsteincharter

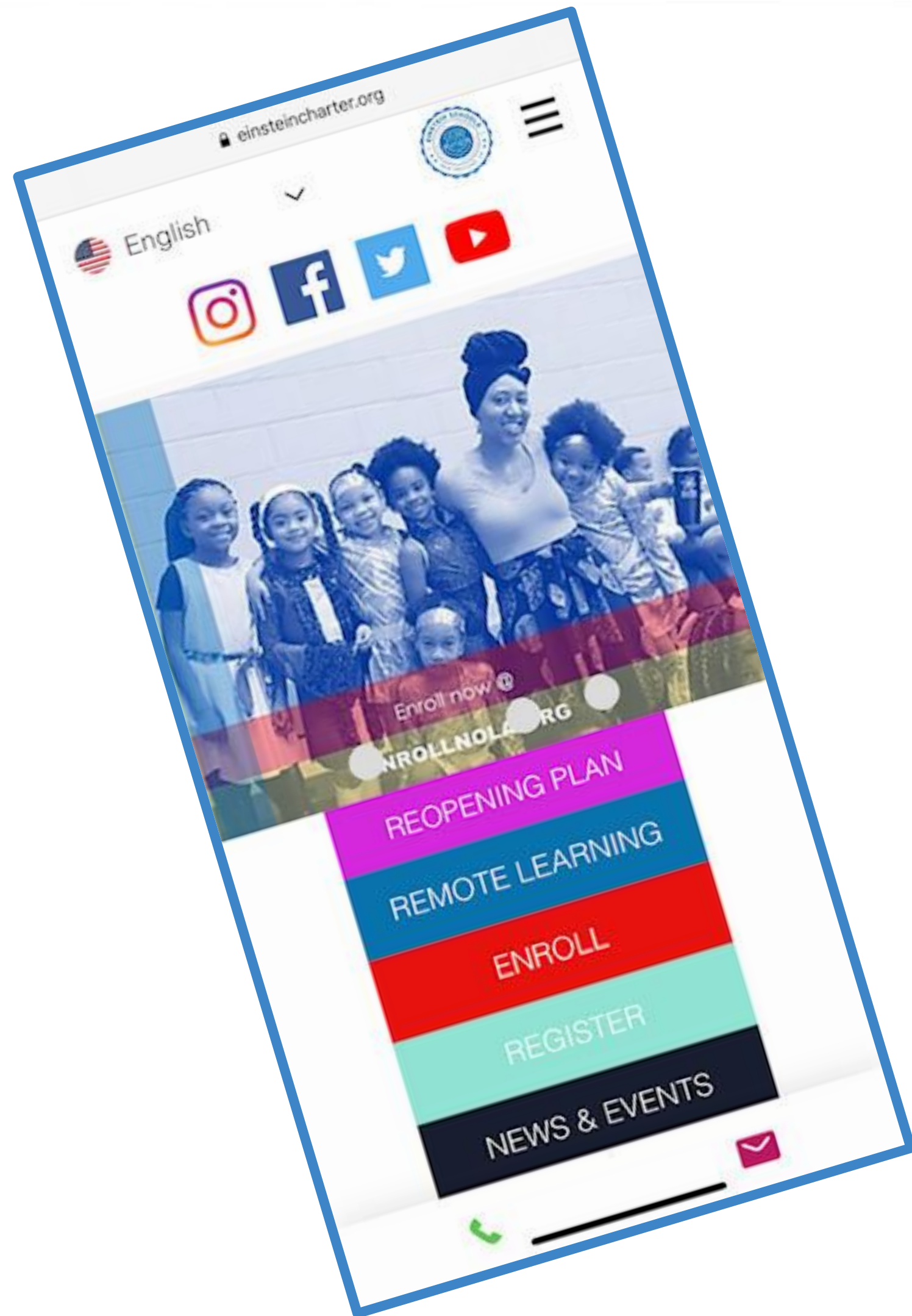


@einsteincharter





# WEBSITE



Our website can be used as a go-to tool for continuous information. Families and other stakeholders are encouraged to visit our newly renovated website at: [www.einsteincharter.org](http://www.einsteincharter.org).

On our site you will be able to find:

- COVID-19 related updates
- Einstein Schools' Reopening Plan
- School-specific information
- District-wide instructional and operational guides
- District and school leaders' information and contacts



# ENROLLMENT & REGISTRATION

## LATE ENROLLMENT

### K-12 LATE ENROLLMENT WILL BE VIRTUAL IN 2020.

- Late enrollment is for K-12 Families who are new to the city, new to public schools, or wish to transfer to a new school for the 2020-21 school year. The Late Enrollment process will be virtual this summer.
- We invite parents of Pre-K to 12th grade students to apply to Einstein Schools. If your child has never attended an Einstein school OR will be changing campuses (i.e.-students leaving elementary schools to enter Einstein Middle School or students leaving middle school to enter Einstein: Sarah T. Reed High School) he/she will register through the OneApp process via [enrollnola.org](https://enrollnola.org).
- School personnel are currently working with all new and current students to complete the online registration process. The registration process is 100% online and user friendly.





# FAMILY ENGAGEMENT

- It will be highly recommended that families engage with school leaders and teachers via telephone and/or online methods (i.e. Google Meets, Hangouts, Zoom) to avoid in-person contact
- Should there be a need for an in-person meeting at any of the campuses, the following protocols will be in place to ensure the safety and health of all persons:
  - All visitors will have their temperatures checked using a non-touch thermometer
  - Meetings will be held in an open space that allows for appropriate circulation of air
  - All visitors and Einstein staff will be required to wear masks, as outlined by the CDC
  - All meeting areas will be properly cleaned and sanitized using PLEASE prior to and after any in-person meeting
  - Hand sanitizer will be available for everyone



# SCHOOL CONTACTS

## **Sherwood Forest Elementary:**

Ashley Daniels, Principal  
Ashley\_Daniels@einsteincharterschools.org

Jose Torres, Assistant Principal  
Jose\_Torres@einsteincharterschools.org

## **Village de l'Est Elementary:**

Danielle Vappie, Principal  
Danielle\_Vappie@einsteincharterschools.org

Nicole Cooper, Assistant Principal  
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## **Einstein Middle:**

Trinekia Melancon, Principal  
Trinekia\_Melancon@einsteincharterschools.org

## **Sarah T. Reed High:**

J'Vann Martin, Principal  
JVann\_Martin@einsteincharterschools.org

D'Lacie Monk, Assistant Principal  
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# DISTRICT CONTACTS

## **Office of the CEO:**

Michael McKenzie, CEO  
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Nakeveya Anthony, Executive Asst. to the CEO  
Nakeveya\_Anthony@einsteincharterschools.org

Dr. J.C. Wagner-Romero, Chief of Staff  
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## **Division of Teaching and Learning:**

Ashley Daniels, Chief Instructional Officer  
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Kimberly Williams, Lead Teacher Development Specialist  
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Wiley Brazier, Director of Instructional Technology  
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Veronika Beyers, Director of ELL Support Services  
Veronika\_Beyers@einsteincharterschools.org

Lorna Hoang, District Testing Coordinator  
Lorna\_Hoang@einsteincharterschools.org

Shimon Ancker, Special Projects Coordinator  
Shimon\_Ancker@einsteincharterschools.org



# DISTRICT CONTACTS

## **Division of Special Services:**

Brittney Norwood, Director of Pupil Appraisal & Special Services  
Brittney\_Norwood@einsteincharterschools.org

Tara Johnson, Director of SPED & 504 Compliance  
Tara\_Johnson@einsteincharterschools.org

Dionne Dawson, Special Education Coordinator  
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Natasha Washington, Social Worker  
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Christina LeBlanc, Student Services & Data Manager  
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## **Division of Institutional Advancement:**

Dana Henry, Executive Director of Institutional Advancement  
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Sydni Raymond, Director of Communications  
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Teisha A. Goudeau, Director of Student Life  
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# DISTRICT CONTACTS

## **Division of Human Resources & Employee Affairs:**

My Tran, Director of Human Resources  
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Shannon Fazande, Director of Employee Affairs  
Shannon\_Fazande@einsteincharterschools.org

Johana Lacayo, CMO Coordinator & Parent Liaison  
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Alayna Gougis, Payroll Manager  
Alayna\_Gougis@einsteincharterschools.org

## **Division of Operations:**

Long Nguyen,, Executive Director of Operations  
Long\_Nguyen@einsteincharterschools.org

## **Division of Finance:**

LaKenya Collins, Chief Financial Officer  
LaKenya\_Collins@einsteincharterschools.org

Shaundra Moore, Business Manager  
Shaundra\_Moore@einsteincharterschools.org



# RESOURCES

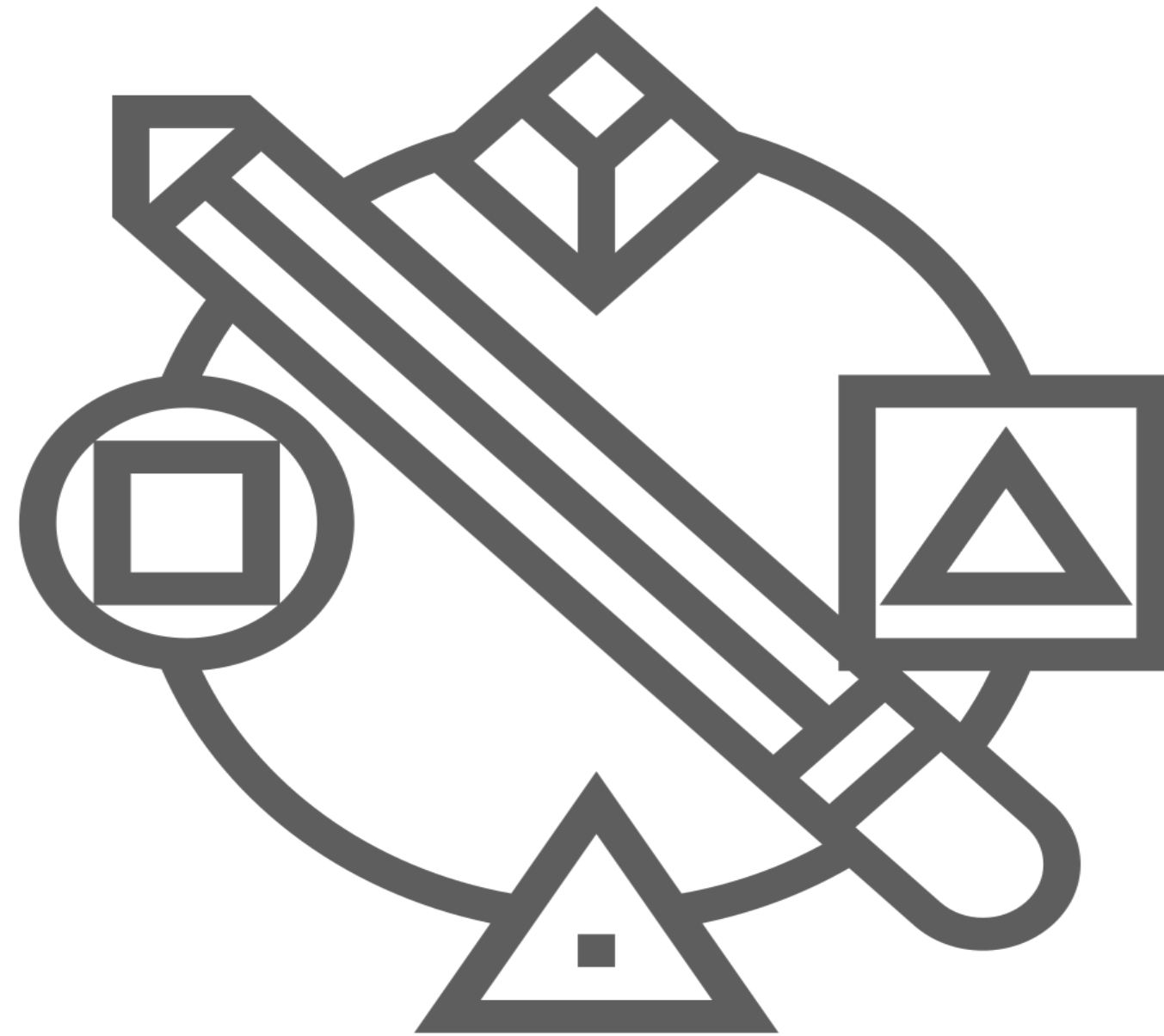






# FAMILY RESOURCE GUIDE

Families are encouraged to view the [Resource Guide](#) for access to various resources in the City of New Orleans.







# FREE COVID-19 TESTING



## FREE COVID-19 TESTING Drive up or walk up

SPONSORED BY:  
Liberty Bank  
Councilwoman Cyndi Nguyen  
New Orleans East Hospital

**MONDAY JULY 20 | 9 am to 1 pm**  
**TUESDAY JULY 21 | 9 am to 1 pm**

5316 Michoud Blvd, New Orleans, 70129

FREE RAFFLE: (1) Loaded backpack with Chromebook, mask, hand sanitizer, school supplies, disinfectant wipes, and \$25 Walmart gift card. Winner announced on July 22nd.

*Einstein Schools*  
enroll at [einsteincharter.org](https://einsteincharter.org)

