



August 31, 2021

Dear NECCS Community,

We hope you are happy, healthy and enjoying your summer! We are excited to see our scholars, rested and rejuvenated, come September 7th. We have truly missed our scholars and are excited to have them back on campus. [2021 - 2022 School Calendar](#).

The NECCS staff has been hard at work this summer planning for the upcoming 2021-2022 school year. We are utilizing [The Road Forward](#) (NJDOE) and the [Guidance for K-12 Schools](#) (CDC) to guide our reopening. We recognize that our elementary students are unvaccinated and that the Delta variant's rates are rising rapidly; what happens in the next few weeks will be important. As guidance is updated rest assured that additional information will follow.

[Arrival and Dismissal Procedures](#)

We are thrilled to resume our **Daily, Full Day Schedule!** Please be advised that there will be a staggered dismissal to maintain physical distancing and eliminate congestion.

Grade	Arrival Time	Dismissal Time	Location
Pre-K & Kindergarten	7:50 am	3:00 pm	Front door closest to the parking lot
Grade 1	7:50 am	3:20 pm	Front door closest to the parking lot
Grade 2	7:50 am	3:20 pm	Main Entrance (Front Door)
Grades 3 & 4	7:50 am	3:25 pm	Main Entrance (Front Door)

[COVID-19 SAFETY PROTOCOLS](#)

Newark Educators Community Charter School cares deeply about the health and safety of our students and staff as we return to full in-person learning this school year. The following protocols have been put into place to maintain the safety of all those who enter our school facilities. All staff members have been asked to provide negative test results prior to the start of the school year and will be asked to present updated results after every calendar break. **Students are not required to get tested. YOUR CHILD MUST STAY**

HOME IF HE/SHE IS SICK. Failing to adhere to this basic tenant of respect for all students and staff may result in the family being discharged from NECCS. Parents/guardians are required to observe their children for signs of illness that require staying home from school. These symptoms include any that may be consistent with Covid-19 or any other communicable disease. Any students or staff members showing signs of Covid-19 related symptoms should be sent to the nurse immediately. Teachers should ensure the student is escorted to the nurse's office. Unwell students and staff must be assessed by the school nurse. If a school nurse is not available, sick students and staff will be sent home for follow up with a healthcare provider.

COVID-19 Symptom Screening

Upon arrival, in addition to the school nurse and all other staff, who will be monitoring visual inspection of students' overall health, the following procedures will be in place.

- Parents/Guardians must complete a daily Covid-19 digital symptom screener for their scholars prior to entering the building. The administration and other staff members will continue to hold all parents/guardians responsible for submitting the digital form.
- Scholars will have their temperatures checked each day prior to entering the building .
- Students, staff and visitors who enter the building will be required to sanitize their shoes.
- Visitors will be allowed on a limited basis, and must check in using the symptom checklist at the front office. Visitors will also be required to wear a mask.

Mask Policy

As per [Executive Order No.251](#), all students, educators, staff, and visitors will be required to wear face masks indoors for the start of the 2021-2022 school year. These practices will be enforced until new guidance is issued by the NJ Department of Health.

- Masks are only to be removed during meal times and in outdoor spaces.
- Additional masks will be available in every room and in the Nurse's office in the event that a mask needs to be replaced.
- Staff will be provided with the option of wearing face shields as an additional layer of protection.
- Students will be provided with the additional option of face shields, particularly for those learners showing difficulty with wearing masks or keeping them properly in place. **This is in addition to the mask and not in place of wearing a mask.**
- Staff will conduct periodic mask checks and provide reminders to ensure all scholars have their masks on correctly over the nose and below the chin.

Physical Distancing

- Students' desks will be outfitted with clear partitions to provide an additional layer of protection when greater distance is not possible in classrooms.
- Students will be kept in cohorts throughout the instructional day based on their homeroom assignments.
- Outdoor spaces will be divided into sections for PE and recess to ensure students only interact with their cohorts/homeroom peers.
- Lunch will be served in the cafeteria for grades 1-4 as long as it is possible to maintain the integrity of cohorts. In the event that it becomes necessary, lunch will be served in the classrooms. Lunch for PreK and Kindergarten will be served in classrooms.
- Students and staff must remain socially-distanced to the greatest extent possible.
- Signage will continue to be posted as reminders to maintain social distancing to the greatest extent possible.

Handwashing and Respiratory Etiquette

Handwashing and respiratory etiquette will be observed throughout the school day with the following practices:

- Frequent use of hand sanitizer and/or hand washing for 20 seconds is required.
- Handwashing stations have been placed in PreK classrooms, so that students can wash their hands as needed without having to transition to the restrooms.
- All classrooms and offices will be provided with EPA approved disposable wipes and hand sanitizers to ensure students sanitize their hands throughout the day, particularly as they transition to different activities and use any shared items in the classroom, such as sharpeners, pens, and library books.
- Hand sanitizer will be made available at each entrance, and will also be placed outside of restrooms and water coolers.
- EPA approved disposable wipes will be available to all staff to clean commonly used surfaces such as keyboards, desks before and after use.
- All rooms will be provided with facial tissues should anyone need them. Sanitizing of hands after the use of tissues will be strictly enforced.

Confirmed Covid-19

In the event of a confirmed Covid-19 case, we will follow the most recent CDC Guidelines. The most recent CDC guidance states that someone who has had COVID-19 can discontinue isolation once they have met the following criteria:

1. It has been more than 10 days since your symptoms began.
2. You have been fever-free for more than 24 hours without the use of fever reducing medications.

3. Other symptoms have improved. The CDC is no longer recommending a negative COVID-19 test before going back out in public. Anyone who tested positive for COVID-19 but never experienced symptoms may discontinue isolation 10 days after they first tested positive for COVID-19. Even after discontinuing isolation, you should still take all precautions when you go out in public, including wearing a mask, minimizing touching surfaces, and keeping at least six feet of distance away from other people.

International Travel

Effective Immediately: For students and staff returning from international travel, all students are required to get a written medical clearance/negative COVID test from their physician before returning to the facility. All vaccinated employees have (3) days of quarantine allowed which will allow them the opportunity to test. Children must quarantine (10) days and return with a negative test.

Campus Maintenance and Ventilation

Maintaining a clean facility has been a steady practice at NECCS. As we prepare to resume our regular capacity, we will increase the level of cleanliness and sanitation routines. In order to ensure this takes place at the highest levels, additional janitorial services will be secured to provide full cleaning and sanitizing. We are also undergoing a massive reconstruction of our HVAC system as of August 20th, 2021, all three (3) of our rooftop compressor units have been replaced. This has ensured consistent air circulation throughout many areas of our school so far. The next phase of this project is paying close attention to the ventilation systems within the classrooms. Until this is completed, the classrooms affected have external cooling units added. NECCS has partnered with Garden State Environmental, a qualified Industrial Hygiene company that has evaluated the indoor air quality on campus to ensure the safest possible indoor environment as the students and staff return to the school.

- Deep cleaning and sanitizing will take place daily.
- In addition, frequently used surfaces will be sanitized both in the afternoon and evening daily.
- Ventilation of every room in the building will be closely monitored by the maintenance staff.
- Upgrades and higher efficiency filters will be installed in classrooms.
- Increase the number of inspections to HVAC units & Compressors quarterly.
- We will be purchasing a cloud-based inventory and maintenance system that has an audit trail and can provide documentation and regular reports on the maintenance of the HVAC SYSTEM.
- All repairs and upgrades to the ventilation systems on the second and third floors have been completed.
- Provide ongoing, quarterly inspections of the ventilation system, and plan for and carry out any necessary adjustments, repairs, replacement, or upgrades.

- Increase circulation of outdoor air by opening windows or doors in health offices, classrooms.
- If possible, open doors, blinds and windows to allow sunlight and fresh air into the classrooms.
- Increased cleaning and changing of AC filters.

Contact Tracing

If a child may be experiencing COVID-like symptoms, the school will commence proper protocols.

- Following the School Nurse's assessment of the symptoms, if deemed necessary, the nurse will seek approval from the administration and the child will be sent home.
- During the course of the day, if any teacher identifies a child exhibiting COVID-like symptoms, she/he will immediately escort the child to the nurse who will follow the appropriate protocol.
- The School Nurse will review covid screening data daily and will immediately notify administration and families of any concerns identified.
- Upon confirmation of a COVID diagnosis, the district will work with a patient to help them recall everyone with whom they have had close contact during the time when they may have been infectious. For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient is isolated.
- Quarantine: Contacts will be required to stay home and maintain social distance from others (at least 3 feet) until 7-10 days after their last exposure to the infected patient, in case they also become ill. Upon return all contacted persons will have to show proof of a negative COVID test.
- CDC cleaning protocols will be implemented. Any quarantine or school closure will be determined in concert with the County Department of Health.
- The district will maintain logs in each building of contacts, dates of exposure, quarantine dates.
- Respectful isolation of anyone who is symptomatic or has a temperature of 100.4°F (99 for student 5 and under) or higher. Standing orders from the School Physician states that students with temperatures of 100.4°F (99 for students 5 and under) or higher will be sent home.

As a community we will report and document any suspected incidents immediately to the School Nurse and Executive Director . Staff members or children will be sent to

the nurse who will determine if this individual will be isolated. Once assessed staff members or children will be asked to leave the premises and follow up with either a healthcare provider or lab. Decisions will be made based on collaboration among the Executive Director and our Operations Manager, regarding school closure. If a child or staff members test positive they are to report this to the school Nurse as soon this information is available. The nurse will notify administration who will commence contact tracing. The child's classroom teacher will be notified and with the help of the school we will notify all parties who came in contact with the individual to quarantine. During this time classes are to resume virtually for any full classroom affected. Vaccinated teachers may return back to work within (3) three days. Any child affected by the quarantine will remain in isolated quarantine for (10) ten days and must return with a negative test result.

School Uniforms

All scholars are required to adhere to the NECCS dress code. School Uniforms **will be strongly enforced** for the 2021-2022 school year. We will continue working with The Uniform Shop at Kids Place to provide high-quality items for our school uniform program. Please see the enclosed flyer for discounts. Scholars are required to come to school dressed in full uniform starting on the first day of school. This includes:

- Navy Blue / Sky Blue polo shirt with the NECCS embroidered logo
- Navy Blue Pants/Skirts/Skort/Jumpers
- All black sneakers or dress shoes with black soles

PLEASE NOTE: *Students who attend the first (5) five consecutive days of school will receive a free NECCS uniform shirt. Uniform shirts will be distributed on the fifth day and sent home with your student(s). Students attending the first day will receive a D.R.E.A.M.S t-shirt to be worn on Friday, September 10th, for our Back to School Celebration.*

PROOF OF RESIDENCY VERIFICATION

The Newark Board of Education (NBOE) annually requires each school in Newark (including district, district magnet, charter, county, and regional schools) to verify the residency of their students and to regularly maintain documentation on file confirming proof of residency. Please see proof of residency documentation requirement below for New and Returning Students:

New Students

- Three (3) separate documents that list the same home address and the parent/legal guardian's name
- At least (1) of the documents must be issued **within the 2021 calendar year**
- Address cannot list a PO Box

Returning Students

- One (1) document that lists the home address and the parent/legal guardian's name
- Must have been issued within the 2021 calendar year
- Address cannot list a PO Box

Acceptable examples of documents include:

- Utility Bills
- Current Lease
- Bank Statement
- Paystub
- Voter Ballot
- Tax Information

21-22 FRPL/CEP LUNCH APPLICATION

ALL NECCS scholars are required to have completed a CEP Lunch Application for the current school. This is required annually and must be completed as soon as possible.

BEFORE CARE/AFTERCARE

The NECCS Before and After School program will begin on September 7th. The program is open for all students from preschool through 4th grade. Any parent/guardian seeking to enroll their scholar is required to register for the program

The Before Care Program

7:15 am - 7:50 am

[CLICK HERE TO REGISTER FOR BEFORE CARE](#)

The After Care Program

3:30pm - 6:00pm

Applications for aftercare are available in the main office.

POWERSCHOOL

NECCS wants to welcome you to POWERSCHOOL. This tool will help inform and engage our parents through real-time student performance updates and convenient communication tools. The online parent portal and the mobile app will give parents access to 360-degree views of their student's performance anytime, anywhere. An email will go out to all parents requiring you to create a user profile to connect you and your child to your child's teacher. This email will be sent to you during the week of October 30th. If you do not receive this email, please contact the Main Office to ensure your contact information is updated.

2021-2022 SEATS STILL AVAILABLE

NECCS has available seats in Kindergarten, First and Fourth Grade for the upcoming school year! Tell a friend, family member, or co-worker about our school so they can experience the same quality education as your scholar! NECCS is still looking for your support, and with your help with spreading the word "**We Have Seats Available,**" any referrals ultimately enrolled will guarantee you a free uniform voucher for your child. Interested families should visit NewarkEnrolls.org to apply today!

For any questions or concerns on any of the above information, please reach out to our Main Office, 973-732-3848.

Kind Regards,

Patrice Usry - Operations Manager

