

CHANCELLOR ACADEMY

September 2, 2020

Dear Parent/Guardian,

Chancellor Academy administration and staff are looking forward to welcoming your child back for the 2020-2021 school year. Our staff have been busy throughout the summer preparing to provide a safe, healthy, engaging and supportive learning environment for all students. We want to take this opportunity to share information regarding these preparations for the 2020-2021 school year that starts on **Tuesday, September 8, 2020** using a Hybrid model of in-school and remote instruction and related services. The hours in the building are 8:00 AM-12:30 PM on Monday, Tuesday, Thursday and Friday. Wednesdays are virtual from home. (*See the full, detailed and approved Reopening Plan on our website*).

Back-to-School materials provided by Chancellor Academy:

- School-issued Chromebook for individual use at school and home. Parent/student must agree to and sign Acceptable Use policy to receive a device. If you have already received your device, you will need to sign the updated copy of our policy in order to maintain the device. A bag to transport the Chromebook to and from Chancellor Academy will be provided. (Personal backpacks will not be necessary and we want to minimize belongings brought into the classroom.)
- Pencil box containing each student's individual supplies, such as pens, pencils, colored pencils, eraser, calculator, protractor (if applicable).
- Approved hand sanitizer available in each room and throughout the school

Preparing for the in-person school day:

- **Daily Screening from Home:** Each morning, we will send a Google Form to your email address to conduct a required **daily health and COVID-19 symptom screening** from home prior to your child leaving for school. If your child has symptoms, do not send your child to school. He/she will be able to participate virtually through Google Classroom and during the afternoon office hour period. If you do not currently have an email address and you need assistance to establish and use one, please call the school and we will work with you to set up a gmail account so we may maintain ongoing contact regarding your child.
- **Masks:** Students must wear a clean, school-appropriate mask to school every day. Masks are required for students and staff. Students are strongly encouraged to find a comfortable style of cloth face mask (no "gaiters", masks with vents or bandanas). Encourage your child to practice wearing a mask for longer periods of time, if he/she is not accustomed to doing so. Disposable masks will be available at school if needed. Students will not wear masks which refer to drugs, alcohol, violence, gangs, sex, or any other subject that might disrupt the educational environment.

New Procedures:

- **A temperature check will be conducted upon arrival to school and prior to entering the building. If your child has a temperature at or above 100.4 degrees, exhibits symptoms of COVID-19 or feels ill, it is mandatory that you promptly pick up your child from school.** Please have a plan in place to transport your child home from Chancellor Academy within the hour if he/she becomes symptomatic or ill. It is essential we have current, working phone numbers to reach parents/guardians and emergency contacts. Please check your phone frequently throughout the school day for messages from us.
- **Social distancing** throughout the school day, including arrival, movement through halls, arrangement of desks in classrooms, and dismissal.
- **Meals:** At dismissal, students will receive the “grab and go” boxed lunch meal for the day to be eaten at home. In addition, students will receive a “grab and go” packaged breakfast to be eaten at home the following morning before coming to school. At dismissal on Tuesday, students will receive lunch, meals for Virtual Wednesday and breakfast for Thursday morning. Meals will be labeled with the date. Students may not eat the school-issued meals on the bus ride home.

If you requested to have your child start the 2020-2021 school year 100% virtual only, please contact the school office if you haven't already picked up your child's Chromebook to schedule a convenient day and time. Your child will receive his/her virtual schedule by email prior to the first day of school and is expected to log on promptly at 8:00 AM. He/she will also receive an email early Tuesday morning, September 8th, with a link to log on to an Orientation and their first class.

We look forward to working with you to make this a productive school year. We are here to offer aid and assistance to you and your child during these challenging times and to answer your questions. If you need to reach us, please call the school at (973) 835-4989.

Sincerely,

Kevin McNaught

Kevin McNaught
Executive Director

Christopher Pagano

Christopher Pagano
Director