

FAMILY ORIENTATION

2020

Excel Academy Charter High School

START OF THE SCHOOL YEAR



School starts Tuesday, Sept 15, 2020

- 2 day Orientation (9/15 and 9/16)
- Academic Classes begins on Thursday, 9/17

School begins **online only** (Phase 0)

- Phase 0: We cannot have students in the building because the number of Covid-19 cases in East Boston and Chelsea is high; by mid October we will re-evaluate and make decisions about bringing students into the building
- Students will need to come to the school to pick up materials, textbooks, and calculators so they are ready to begin the school year

WEEKLY SCHEDULE



	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-10:30	Student/ faculty work time	Student/ faculty work time	Faculty meetings (8:30-10:30)	Student/ faculty work time	Student/faculty work time
10:30-10:55	Advisory	Advisory	Advisory	Advisory	Advisory
11:00-11:55	Period 1	Period 4	P1 11:00-11:25 P2 11:30-11:55 (sync)	Period 1	Period 4
12:00-12:30	Lunch break/ office hours	Lunch break/ office hours	Lunch break/office hours	Lunch break/ office hours	Lunch break/ office hours
12:30-1:25	Period 2	Period 5	P3 12:30-12:55 P4 1:00-1:25	Period 2	Period 5
1:30-2:25	Period 3	Period 6	P5 1:30-1:55 P6 2:00-2:25	Period 3	Period 6
2:30-3:00	Office hours	Office hours	Office hours	Office hours	Office hours
3:00-4:00	Student/ faculty work time	Student/ faculty work time	Student/ faculty work time	Student/ faculty work time	Student/ faculty work time

WEEKLY SCHEDULE DETAILS



- All students should be logged into Zoom **from 10:30 AM - 3:00 PM daily**
 - Students will have 5 minute breaks between classes
 - Students will have two 30 min. Breaks that can also be used as office hours:
 - Break/Office hours 1: 12:00-12:30
 - Break/Office hours 2: 2:30-3:00
 - Students will meet with their adviser/advisory daily from 10:30-10:55
 - Some students with IEPs/504s or who receive services for English language will be required to come to school early (9:30) or stay later (3:00-3:30) to receive services
 - Case managers will follow up those students
 - Your child's advisor will send them their Zoom links for the day

ATTENDANCE



COMMUNICATION

- Attendance will be taken on daily basis
- Parents will receive an auto-call or text each **morning** to inform you whether or not your child was in advisory
- Parents will receive an auto-call each **evening** to inform you whether your child was marked present for the day
 - To be marked present, your child must attend 3 out of 4 classes (M, T, Th, F) and 5 out of 6 classes (W)

ABSENCES

- Parents must notify the Main Office **any** time their child will be absent
 - Absences related to the COVID-19 pandemic will be considered an excused absence
- Students will be expected to complete material they missed during an absence to ensure grades are not impacted
- Frequent absences may result in an attendance intervention plan, academic consequences, and/or a truancy filing

STUDENT PARTICIPATION



EXPECTATIONS

- Attend school **daily** (including advisory in the morning to get attendance taken) by logging into their synchronous Zoom classes
 - When absent, students should make up the most important work, similar to what they would do in in-person school
- Complete extended assignments during their remote hours

ACCOUNTABILITY

- Attendance autocalls at beginning and end of day
- Grades – **return to our pre-pandemic grading policies**
 - CST/SST/Dean follow-up

OTHER ACADEMIC CONCERNS



MCAS

- As of August 19, we are still waiting on information from the state regarding the MCAS testing requirements for the 2020-2021 school year. We will be prepared to support all students with any MCAS testing requirements once we receive guidance from the state.

SENIOR COLLEGE APPLICATIONS

- Our College and Post-Secondary Team (CAPS) will continue to provide support as we have in the past, and will be doing so in a highly individualized way. Your student's college and career counselor will be in touch with you to plan the best way to support your child to achieve his/her/their goal for post-graduation.

UNIFORM



- Students do **not** need to be in Excel uniform during remote learning
- Students should wear **respectful, appropriate dress** during synchronous learning
 - Students should not wear any clothing with offensive or inappropriate images, graphics, or language
- If/when we are able to have programming in school we will give additional guidelines about uniform expectations.
- If you are still interested in purchasing uniforms for your child, you may do so at <https://eahsuniforms.itemorder.com/sale>

SOCIAL OPPORTUNITIES



Extra-curriculars & Clubs

- Over the next couple of months, we hope to provide opportunities for connection through socially-distanced, outdoor activities. While we cannot coordinate those at this point, due to safety risks, we are planning to be able to offer these opportunities as soon as it is safe to do so.
- Students will continue to be able to participate in leadership opportunities
- Virtual opportunities for student connection and community will be offered to students on an ongoing basis, beginning in September

Sports

- The MIAA has reviewed local case rates and safety protocols and determined that the fall sports season is postponed

ACADEMIC SUPPORT



ADVISOR

Your child's advisor will be reaching out to you during the week of 9/1 to introduce themselves and share their contact information

TEACHERS

Teachers will be available through live online classes, two 30-min office hours daily, video and audio directions for homework, and will keep all assignments in Google Classroom

CASE MANAGERS

If your child has an IEP, 504 plan, or is an ELL, they will receive services remotely. Beginning the week of 9/1, case managers will reach out to all families that have students with special education services, mental health services, or other needs to discuss the plan for continued services and support

MENTAL HEALTH SUPPORT



- The week of September 1st advisors will be reaching out to students to discuss their needs and may refer to counselors if needed.
- Additionally, our Student Supports Team will remain available to support students with higher-tiered needs for counseling and mental-health support.

NIH National Institute of Mental Health Coping with COVID-19		NIH National Institute of Mental Health Cómo lidiar con el COVID-19	
Take breaks from the news 	Take care of your body 	Tómese un descanso de las noticias 	Cuídese 
Make time to unwind 	Connect with others 	Tómese el tiempo para relajarse 	Conéctese con otros 
Set goals and priorities 	Focus on the facts 	Establezca metas y prioridades 	Enfóquese en los hechos 

HEALTH PACKETS



- Families should **submit** their health packet paperwork **to the main office** when received
- We know that some families are having trouble getting routine physicals and appointments due to the pandemic
- Families should contact the school nurse if they are having trouble getting the paperwork completed

MEALS & P-EBT



- Beginning Tuesday, 9/15, families may pick up a pack of 5 lunches and 5 breakfasts once a week from **any** Excel campus
- You do **not** need to go to your own campus
 - For example, if you have a student at Excel East Boston and a student at Excel High School but they live in Chelsea, you can pick up 10 breakfasts and 10 lunches each week at Excel Chelsea
- We do not yet know if Massachusetts will continue the P-EBT program into the fall. Contact the school if you need to update your mailing address so that we can submit the correct address to DTA in the event additional P-EBT funds are released this fall. For all other questions parents should contact the DTA Assistance Line at (877) 382-2363.

Campus	Address	Pick Up Time 1	Distribution Time 2
Excel East Boston	58 Moore Street, East Boston	Tuesdays, 4:00 – 5:30 PM	Thursdays, 4:00 – 5:30 PM
Excel Orient Heights	1150 Saratoga Street, East Boston	Tuesday, 2:00 – 4:00 PM	Thursdays, 2:00 – 4:00 PM
Excel Chelsea	180 2 nd Street, Chelsea	Tuesdays, 4:30 – 6:00 PM	Thursdays, 4:30 – 6:00 PM
Excel High School	401 Bremen Street	Tuesdays, 9:00 – 10:30 AM	Thursdays, 9:00 – 10:30 AM

CHROMEBOOKS



SUPPORT

- 1) Reach out to Ms. Cruz for remote support. Ms. Cruz is available by email at lcruz@excelacademy.org OR by calling or texting the Student Tech Hotline at 617-863-7304. Support is available Monday-Friday from 8:00AM-4:00 PM.
- 2) Most issues can be resolved remotely. If Ms. Cruz is unable to resolve the issue remotely, Ms. Cruz will ask that the student drop off the Chromebook to the Main Office for escalated support. The Main Office is open Monday-Friday from 8:00AM-4:00 PM.
- 3) If the student needs to leave their Chromebook at the school to be repaired, they will be reassigned a new chromebook. They will not have to come in to pick up the original device.

Due to the national shortage of Chromebooks available at the moment, we encourage students to take good care of their devices.

CHARGERS

- 1) Broken Chromebook charger: Bring the broken Chromebook charger to the high school main office to exchange it for a new one.
- 2) Lost Chromebook charger: Extra chargers are available in the high school main office for a \$10 fee.
- 3) Students can purchase their own additional chargers from websites like Amazon if needed.

TRANSPORTATION



T Pass Information and Policy

All Excel Academy Charter High School students are provided T passes in accordance to their place of residence.

Types of Passes

Type of Pass	Description
BPS M7	A monthly pass that BPS (Boston Public Schools) provides for free to transportation-eligible students. These are assigned to students who live in the city of Boston only.
Excel M7	A monthly pass that Excel provides for free transportation to students who live in the city of Chelsea only.
S-Pass	This is a stored-value "pay-as-you-go" pass. These passes are good for MBTA travel and give students a discounted price. This can be done at any CharlieCard machine. These are assigned to students who do not live in the cities of Boston or Chelsea, for example towns such as Revere, Lynn, Winthrop, Saugus etc. Students are responsible for adding their own funds to these cards.

Replacement Pass

The student is responsible to keep their pass secure and undamaged. If any of the following situations occurs, the student will have to take the noted action steps:

Situation	Action Steps
Lost/Damaged Pass	<ol style="list-style-type: none">1. Fill out the "T-Pass Request Form" in the main office2. Turn in form and pay a \$5 fee for the new pass. New pass will not be given until fee is paid.
Non-working Pass	<ol style="list-style-type: none">1. Fill out the "T-Pass Request Form" in the main office2. Turn in form and attach non-working pass. Non-working pass MUST be turned in with form, otherwise we will assume it was lost, and the \$5 will apply.
New Address	<ol style="list-style-type: none">1. Fill out the "T-Pass Request Form" in the main office2. Turn in form and attach a copy of a proof of residence such as a utility bill or cellphone bill. It must be dated within the past 30 days. New pass will not be ordered until proof of residence is turned in.

Wait Time for New Pass

The passes are requested from the MBTA or Boston Public Schools. It can take up to a month for the passes to be delivered. During this wait time, the student is responsible to get to and from school on their own. Temporary passes are not available.

- **BPS has provided all Boston resident students with an M7 pass that will allow Boston resident students to use the MBTA for free.**
- When we transition back to in-person schooling, Excel will also provide M7 passes to Chelsea resident students. Students who live outside of Boston and Chelsea will receive Student Passes, which allow students to purchase their fare at the student discounted rate.
- While we are in remote school, we are working to provide all students outside of Boston with a Student Pass.

ORIENTATION AND MATERIALS



9th Grade

10th Grade

11th Grade

12th Grade

TUESDAY, SEPTEMBER 15

ORIENTATION DAY 1
&
MATERIALS PICK UP

ORIENTATION DAY 1

ORIENTATION DAY 1

ORIENTATION DAY 1
&
MATERIALS PICK UP

WEDNESDAY, SEPTEMBER 16

ORIENTATION DAY 2

ORIENTATION DAY 2
&
MATERIALS PICK UP

ORIENTATION DAY 2
&
MATERIALS PICK UP

ORIENTATION DAY 2

ORIENTATION AND MATERIALS



9th Grade

- 9/15: Orientation Day 1 and materials pick up
- 9/16: Orientation Day 2

10th Grade

- 9/15: Orientation Day 1
- 9/16: Orientation Day 2 and materials pick up

11th Grade

- 9/15: Orientation Day 1
- 9/16: Orientation Day 2 and materials pick up

12th Grade

- 9/15: Orientation Day 1 and materials pick up
- 9/16: Orientation Day 2



THANK YOU