



**Thea Bowman Leadership Academy**

3401 W. 5th Avenue

Gary, IN 46406

July 30, 2020

Dear Thea Bowman Leadership Academy Families,

We appreciate your continued support of our school and your patience as we have worked to develop our reopening plan. As we continue to plan for the upcoming school, please know that we are taking every precaution possible to ensure the safety of our families and staff.

Throughout the planning process we have been in constant communication with our school board, Phalen Leadership Academies, Trine University, local and state health agencies, as well as monitoring the number of COVID-19 cases in Lake County. We truly appreciate their guidance in assisting with our plan.

During our school board meeting on Wednesday, July 29, 2020, the board approved our scholars starting school virtually for the first six weeks and then we'll transition into a hybrid model. Parents will have the option for scholars to continue attending 100% virtual after the 6 week period. We will continue to monitor the current conditions weekly. In the event that there is not a decline of positive cases in the next month, we may have to add additional virtual weeks.

During the six week period, teachers will provide scholars with high quality virtual instruction using Blackboard, our learning management system. We will distribute information packets, iPads and chromebooks on August 12-14, 2020. Attached is an outline of the six week plan along with additional information and expectations. Our staff will be onsite daily during regular school hours to deliver virtual instruction. Parents are encouraged to contact teachers during their office hours for additional support. Office hours will be provided by each teacher.

If you have any questions or concerns, feel free to contact the school. As always thank you for making Thea Bowman Leadership Academy your school of choice. Please continue to be safe during this time.

Educationally yours,

*Marisa Y. Simmons*

Marisa Simmons,  
Principal

## Thea Bowman Leadership Academy 2020-2021 Reopening Plan-Fact Sheet



### **Technology:**

- Thea Bowman is now a 1-to-1 technology school.
- All scholars Kindergarten-2nd grade will receive an iPad and 3rd-12th grade will receive a chromebook.
- Hotspots will be provided to families without internet access.
- There will be a \$20 technology fee per student assessed for the school year.
- Parents will be required to complete the technology agreement and show their state ID prior to receiving the device.

### **Device Pickup/Student Check-in:**

- Dates: August 12-14, 2020 from 2:00 pm to 6:00 pm. More details are forthcoming.
- Stations will be set up for families to receive all of the necessary information to start the school year.
  - ◆ Information update-parents check to ensure demographic information is correct
  - ◆ Device pick up
  - ◆ Schedules & log in information sheets
  - ◆ Meet the staff welcome letter

### **First Day of School:**

- Each scholar will receive an email from their teacher with their Zoom link for the first day of school. The link will be given out.
- All scholars are expected to log in at 8:30 am.
- K-3rd graders will log on and remain with their teacher for all instruction. Allied Arts teachers will join the class at the designated time.
- 4th-12th graders are expected to follow their daily schedule and log on with each of their teachers during the designated times.
- School schedule:

- ◆ Elementary (K-5): 8:30 am to 3:15 pm
- ◆ Middle school (6-8): 8:30 am to 3:30 pm
- ◆ High school (9-12): 8:30 am to 4:00 pm

### **Academics/Instruction:**

- We will be using Blackboard as our Learning Management System (LMS) which is a virtual classroom.
- During the first two weeks students will participate in beginning of the year activities including but not limited to getting to know you activities, course overviews, pre-assessments, Blackboard training, virtual expectations, etc. All training and activities will take place using Zoom for the first two weeks. Middle school and high school schedules may be slightly altered the first two weeks to allow for training on our systems.
- Beginning week three, teachers will begin to use Blackboard to present both synchronous and asynchronous lessons following the students' schedules. Synchronous lessons are live lessons where the teacher and students participate at the same time. Our teachers will use Blackboard (or Zoom as necessary) to deliver lessons. Blackboard allows teachers to use an interactive whiteboard, show powerpoints or videos, and use additional apps to enhance the instruction. Our teachers will also have the ability to conduct small group instruction using breakout rooms. Asynchronous lessons occur when students work independently. Our teachers will provide lesson content through video presentations, powerpoints, assessments, and using additional course content (Edmentum, Edgenuity, etc). Students will complete the assigned activities. Assignments will either be graded by the teacher or the instructional platform. Grades will be entered into Infinite Campus.
- High school CTE students will be required to complete service hours as part of their program requirements. More details are forthcoming.
- Special education services will be provided virtually according to each individual education plan (IEP).

### **Attendance:**

- Students are expected to attend class daily at the designated time.
- Attendance will be based on a variety of factors including but not limited to participation in live lessons, completion of daily activities, email or phone check ins, etc.
- Teachers will record attendance in Infinite Campus daily.

→ School schedule:

- ◆ Elementary (K-5): 8:30 am to 3:15 pm
- ◆ Middle school (6-8): 8:30 am to 3:30 pm
- ◆ High school (9-12): 8:30 am to 4:00 pm

### **Student Expectations:**

- Students will complete all work by the designated deadline.
- Attend all live instructional sessions.
- Follow all expectations for live sessions, including but not limited to dress code, having completed assignments, being on time for class, etc.

### **Parent Expectations:**

- Provide a quiet place for scholars to work that is free from distractions (electronics, toys, etc.)
- Provide supplies at home for projects and allied arts/electives classes.
- Supervise scholars to ensure they are completing their work on time.
- Please note that parents, family members, or friends are not to participate in live instructional sessions. If there are questions or concerns, contact the teacher during office hours or via email.

### **Meal Program:**

- Breakfast and lunch will be distributed every Monday from 8:00 am to 12:00 pm. Families will receive meals for 5 days per student.

### **Teacher Office Hours:**

- Thea Bowman staff will be on campus during the regular school day. Each teacher will have designated office hours for additional parent or student support. Each teacher will share their times.

### **Parent Training:**

- Training will be available for parents to learn all of our systems. Dates and times will be shared at a later date.

**Childcare Resources:**

→ We understand that families may need childcare during this time. Please see the options below:

- ◆ Child Care Resource and Referral Agency- connects parents with local child care options and provides referrals for support. Call 1-800-299-1627 or visit the website at <https://www.in.gov/fssa/carefinder/5712.htm>
- ◆ Local Daycares:

<b>Day Care</b>	<b>Hours of Operation</b>	<b>Phone</b>
Magic Ashanti	24 hours	219-938-1537
Pathways	7:00 am - 9:00 pm	219-885-0536
Suze Ques	7:00 am - 4:00 pm	219-883-2145
Northlake	7:00 am - 6:00 pm	219-484-6568
Amazing Children	24 hours	219-944-0662
Building with Care	24 hours	219-427-0359
Christ Centered Church	6:00 am - 7:00 pm	219-949-4556
Elka	6:30 am - 5:00 pm	219-228-3552
House of Angels	7:00 am - 9:00 pm	773-398-5234
A New Life Child Care	6:30 am - 5:00 pm	219-880-1160
Boys and Girls Club	6:30 am - 6:30 pm	219-885-5501