OPERATIONS
What’s Our Purpose?

To manage all of the day-to-day non-instructional needs of the school so student learning is the top priority.
BUILDING HOURS

MONDAY - FRIDAY
8AM- 5PM

Office : 202-399-4750

INFO@IDEAPCS.ORG
● **Primary Learning Style:** Virtual
● **In-person supports:** Late September

**Students**
- Students will be screened before entering the school building, including
  - Temperature check
  - COVID-19 screening questions
  - PPE check and disbursement if needed
- Students will be given a clearance wristband to show they have passed the daily screening process
- Once cleared, students will enter and exit IDEA through a single designated entrance

**Visitors**
- Non-essential visitors will not be permitted into the school building. Curbside service will be available.
- Essential visitors will be screened before entering the school building
- Screening process mirror students

- An individual with any of the following symptoms will not be permitted to enter the school. Students with symptoms will be isolated until a parent is contacted for dismissal.
  (Fever 100.4 degrees Fahrenheit, chills, sore throat, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headaches, loss of taste or smell, congestion, nausea or vomiting, diarrhea, otherwise feeling unwell )
IDEA will ensure appropriate physical distancing by having:

- No more than 12 total individuals clustered in one class
  - Six feet of distance between each individual
- Groups of the same students and staff together each day and throughout the day (as opposed to rotating teachers or children)
- Limited non-essential visitors
- No mixing between groups to include entry and exit of the building, at meal times, or in restrooms, hallways, and other shared spaces
- No large group activities and activities requiring scholars to sit or stand in close proximity
- All activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings are canceled for SY 20-21
- Desk are facing same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing),
- Staggered arrival and/or dismissal times
Exposure Reporting

- If any student has been in close contact with a person who is positive for COVID-19, that student should not enter the school until evaluated by their healthcare provider, or completing their 14-day quarantine period without becoming symptomatic or diagnosed with COVID-19.

- If any student has been in close contact with a person who is awaiting a COVID-19 test result, they should not enter the school until the close contact tests negative. If the close contact tests positive, then they should seek guidance from their healthcare provider or DC Health.

In the event that a school identifies a student who has tested COVID-19 positive:

- Students should notify their Pathway Den Leader if attending school in person.
- Students diagnosed with COVID-19 should not enter the school until they have been cleared from isolation.
- The school will notify DC Health by emailing coronavirus@dc.gov with the following information:
  - “COVID-19 Consult” in the email subject line
  - Name and direct phone number of the best point of contact for DC Health to return the call
  - Short summary of situation

An investigator from DC Health will follow up within 24 hours to all appropriately submitted messages.
Breakfast and Lunch at IDEA

- Insulated thermal totes will be given to every student to transport lunches throughout the week and school year. These bags should be used to pick up the meals every time the family comes to get meals.

- IDEA is a self-prep school where meals are prepared fresh.

- **Pick up days:** Monday and Wednesday
  (Monday: Pick up breakfast and lunch for Monday, Tuesday and Wednesday)
  (Wednesday: Pick up breakfast and lunch for Thursday and Friday)

- **Pick up time:** 8am–4pm

- **Pick up location:** 1027 45th Street, NE
Family Supports @ IDEA

Our Transportation Shuttle Provides...

- Technology and Educational Pick-ups & Drop-offs
- Breakfast and Lunch Distribution
- Neighborhood Meet & Greet

Produce Distribution @ IDEA - Every 3rd Wednesday of every month beginning October

ID Cards - All students will receive an ID Card

Kids Ride Free SmarTrip Cards

The Kids Ride Free program allows students enrolled in DC schools to receive a KRF SmarTrip card for free travel within the District of Columbia, using Metrorail, Metro Bus, and DC Circulator.

- KRF SY19-20 cards will be valid through September 29, 2020. New cards for SY 20-21 will be delivered to IDEA the 1st week of September and will begin issuing them throughout the month of September.
Student Technology @ IDEA

- All students should have received a Chromebook.
- Technology pick-up is available Monday-Friday, 10am-2pm.
- If you do not have reliable home internet access please call 202-399-4750.

A technology support link is located on the Student Hub on the school website for any students who need assistance with technology.
## Uniforms @ IDEA

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Sizes</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweater</td>
<td>Grey</td>
<td>YL-AL</td>
<td>Sweater Vest w/ Logo (Limited Supply)</td>
<td>$10.00</td>
</tr>
<tr>
<td>T shirt</td>
<td>Grey</td>
<td>AS-XL</td>
<td>Gildan Dry Blend (50/50) T-Shirts</td>
<td>$10.00</td>
</tr>
<tr>
<td>Short Sleeve Polo</td>
<td>Grey</td>
<td>AS-XL</td>
<td>Gildan Dry Blend Polos</td>
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<tr>
<td>Long Sleeve Oxford</td>
<td>White</td>
<td>AS-XL</td>
<td>Button Down Oxford w/ Logo (Limited Supply)</td>
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<td>AS-XL</td>
<td>Gildan Sports Grey Dryblend Sweatshirt</td>
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<td>AS-XL</td>
<td>Gildan Sports Grey Dryblend Sweatshirt</td>
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</table>

All uniforms can be purchased at IDEA Public Charter School: 1027 45th Street, NE Washington, DC 20019

All payments can be made in the form of: Cash, Money Order, Credit Card
Student Enrollment

Urgent! Urgent! Urgent!

- In order for students to have a schedule for Day One of School (August 31), WE MUST HAVE their report card (9th graders) or transcript (all other grades). Please work with their previous school to get that to us.

- Health forms are needed for ALL students, including complete IMMUNIZATION RECORDS.

- Please submit any other items that the enrollment team has been communicating with you to collect.
SY 20–21 Attendance Protocols

Every day COUNTS!

School success starts with attendance

Mr. Edgard Romero, Operations Associate & Attendance Liaison
Ms. Tracy Eichelberger, Manager of Attendance & Enrollment
Attendance is critical and is **required by law** even in a virtual asynchronous learning environment.

Students will be required to go on their Chromebook and **to the Swipe website to mark themselves “Present” for the day.** If not, they run the risk of being marked absent for the day.

Parents will be alerted **the following day** if a student is absent.

**If you have any questions**, please do not hesitate to contact Mr. Romero at eromero@ideapcs.org or Mrs. Eichelberger at teichelberger@ideapcs.org
Students Mark Themselves Present Every Day

When they get on their Chromebooks for the day to do schoolwork—at whatever time that is—all students will be expected to use the Swipe website to mark themselves “present” for school. If they get on their device multiple times in a day to do their work, they are only expected to Swipe in the FIRST time. That will mark them present for the day. The time of day when they Swipe will not matter, as learning is independent and asynchronous.

https://swipek12.com/Account/Login
SY 20–21 School Communications

Please Answer Your Phone for

202-399-4750!!!

Upcoming events
Opportunities
Important news

It is critical that you take that call!!

info@ideapcs.org
Contact Us

Tracy Eichelberger - Operations Manager - Enrollment/Attendance
teichelberger@ideapcs.org

Edgard Romero - Operations Associate/Attendance Liaison
eromero@ideapcs.org

Jabari Young - Operations Associate
jyoung@ideapcs.org

Nicole Seward - Chief Operations Officer
nseward@ideapcs.org

QUESTIONS?