

**Frederick Douglass Academy VII
High School**

“The Beacon of Brownsville”

226 Bristol Street
Brooklyn, New York 11212
Phone: (718) 485-3789 Fax: (718) 922-2761



Tamika S. Matheson, Principal
Gail Murray, Assistant Principal

August 21, 2020

Greetings Scholars, Parents and Guardians,

Welcome to the 2020-2021 school year!

SHOUT-OUT to the Class of 2021, and Welcome to the Class of 2024!

I hope you and your families are healthy and well. As you know, we are living in an unprecedented time. However, the key word is **LIVING** and thriving. Rest assured, we are on this journey together. Many thanks to our families and staff who attended and participated in our summer Town Hall meetings on July 28, August 7 and August 19. We value your questions and feedback.

THE SCHOOL WEEK & INSTRUCTION

In an effort to maintain the highest level of cleanliness and safety in the building, in-person instruction will be different this year. In collaboration, our School Leadership Team (SLT) and 2020-2021 Planning Team selected to use the programming model below for this school year.

Week	Mon.	Tues.	Wed.	Thur.	Fri.
	Group D (Remote)				
1 (ODD date)	Group A	Group A	Group A	Group B	Group B
2 (EVEN date)	Group A	Group A	Group B	Group B	Group B

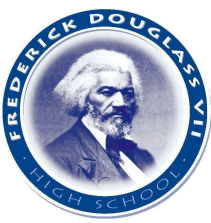
Scholars in **Group A** will report to the school building on **Mondays and Tuesdays** and alternating Wednesdays. Scholars in **Group B** will report to the school building on **Thursdays and Fridays** and alternating Wednesdays. Scholars in **Group D** will learn REMOTELY at home **Monday - Friday**.

FDA VII school operating hours will be shared along with scholar programs/schedules by the end of August.

Please note scholars (students) can move into 100 percent remote learning (Group D) at any time using the Learning Preference online form: nycenet.edu/surveys/learningpreference . Families who choose 100 percent remote learning (Group D) can opt back into blended learning (Group A/Group B) on a quarterly basis, beginning in November.

Both blended learning (Group A and Group B) and remote learning (Group D) **REQUIRES organization, time management and FAMILY INVOLVEMENT**. Families are strongly advised to help scholars create schedules when working online at home. At-home schedules are extremely flexible. Families and scholars should create schedules that work best for learning and completing coursework. Families should know their scholar’s user id and password for online learning platforms, and occasionally (1x-2x per week) sit with your child and have them explain the work and share their assignment completion progress. Every scholar learns at a different pace. Some scholars may NEED to use the weekends to complete assignments. Our faculty understands this and will take different learning styles under consideration when creating assignments and assessments. Teachers, scholars and families must work together to ensure a successful academic school year.

All scholar Groups (A, B & D) will have school Monday through Friday, whether in-person or remotely. Scholars in Group A and Group B are expected to engage in learning activities on days when they do not attend in-person school. Group D will engage in learning activities remotely Monday through Friday.



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Scholar class schedule/programs will be available by the end of August. Programs will be sent via email and/or regular mail to scholars. FDA VII will use Google Classroom and an online curricula, Edmentum,

for daily instruction across content areas. We will continue to focus on strengthening writing skills with the use of Hochman writing strategies. Additionally, other online education programs such as IXL (math) and Achieve 3000 (Grade 9 and Grade 10) will be used to support learning.

As of August 21, 2020, school will officially OPEN/BEGIN on Thursday, September 10. Each in-person class will have 7 - 10 scholars per class pending room size. Remote learning (Group D) classes will be facilitated by FDA VII teachers and/or external certified teachers. Remote learning (Group D) scholars may be in classes with students from other schools.

FDA 7 AND DOE EMAIL ADDRESSES

Email addresses will be used throughout the school year to facilitate instruction and to communicate with scholars, families and school staff. Scholars will require email addresses to access, complete and submit course assignments and assessments.

All scholars have fda7.org email addresses and DOE email addresses. New scholars (ex. Grade 9 scholars and new transfer scholars) will receive their fda7.org email addresses and passwords via postal mail.

All scholars MUST access and activate their DOE email accounts. If you have not already done so, use the following link to activate your DOE email account.

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/doe-student-accounts>

Our faculty and staff are working hard to create an exciting and productive school year for our scholars. There will be extracurricular activities for scholars to engage in whether they attend school in-person or remotely.

TECHNOLOGY AND INTERNET SERVICE

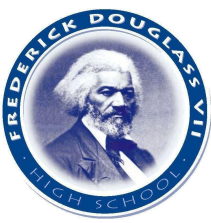
EVERY SCHOLAR WILL REQUIRE A DEVICE (ex. i-Pad, laptop computer or desk-top computer) to begin school in September. Scholars (Group A and Group B) who report to the school building will be assigned a laptop or chromebook for in-school use. Scholars will NOT share devices. Group A and Group B scholars will pick-up their assigned device in the morning, and sanitize (wipe off) and return the device at the end of each school day. **Scholars may NOT bring devices to school that are used at home for safety and sanitary reasons.**

If you were **ISSUED A DOE i-PAD** before September, use the link below to read directions to prepare your i-Pad for September use and read about new updates (DOE i-Pads are now hotspots. You can use the DOE i-Pad to connect other devices to the internet/wifi service.).

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/getting-started-with-your-ipad>

If you do not have a device at home with internet service, please **REQUEST AN i-PAD** for September. Use the link below to request an i-Pad for the upcoming school year. DOE i-Pads are now hotspots. You can use the DOE i-Pad to connect other devices to the internet/wifi service.

<https://www.schools.nyc.gov/learning/learn-at-home/technical-tools-and-support/ipad-requests>



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SUMMER SCHOOL GRADES & TRANSCRIPTS

Summer school grades will appear on transcripts. Transcripts will be emailed to scholars and parents in September. Our guidance counselors and school social worker will schedule time to speak with every family to discuss the academic progress of each scholar.

KEEP CELL PHONE, EMAIL AND HOME ADDRESS INFORMATION CURRENT

We will communicate with scholars and families directly via text messaging, email and postal mail. Therefore, it is important to keep your information up-to-date. Additionally, we will regularly update our school website <https://www.fda7.org/> or fda7.org.

Due to COVID-19 we are limiting in-person visits to the school building. Therefore, we will facilitate parent meetings via telephone, Zoom*, Google Meet* and/or Microsoft Teams*. Families are encouraged to download the aforementioned platforms*.

However, we will continue to gather virtually throughout the school year. Family technology workshops will be conducted to help parents/guardians learn the ins and outs of using devices and supporting scholars at home.

The school calendar will be released within the next few weeks and shared with families.

SAFETY & COVID-19 TESTING

Personal Protective Equipment (PPE) will be provided by the Dept of Education and FDA VII. **EVERY** scholar will receive a safety kit that includes an FDA VII face mask, hand sanitizer, baby wipes, a touchless germ key and COVID-19 safety tip sheet. Every classroom is stocked with sanitizer and wipes. Bathrooms are stocked with soap. Additionally, hand sanitizer dispensers have been installed on the walls on every floor. School custodians will routinely clean high touch areas (ex. light switches, door knobs, etc.) throughout the day. Classrooms will be thoroughly cleaned at the end of every day.

In-person scholars and staff will wear face masks during the school day. Classes will consist of 7-10 scholars. Scholars and staff will be given opportunities throughout the school day for safe "mask-breaks." Windows will remain open in classrooms and offices to ensure air circulation and ventilation. Hall passing and movement throughout the building will be limited. Scholars will eat lunch in-class. We are working to identify time for scholars to have "down-time" to socialize in small groups under safe conditions.

Families are **strongly** encouraged to have their scholars tested for COVID-19 and/or COVID-19 antibodies, especially if your scholar is reporting for in-person instruction. FREE testing sites are located throughout the city and results are typically available within 24 hours - 72 hours. Our faculty and staff will be tested. I have been tested and will be tested again before school begins. We must work together to keep each other safe. Visit NYC COVID testing website, see the following link, for safety and testing information <https://www1.nyc.gov/site/doh/covid/covid-19-main.page>.

FDA VII's Building Response Team (BRT) will be activated if a scholar or staff member displays COVID-like symptoms. The staff member will leave the building if he/she is able to do so unaccompanied. The scholar will be assigned to the isolation room under the supervision of a staff member to wait for pick-up by an Emergency Contact adult. Staff and scholars **MUST** seek appropriate medical evaluation and/or attention before receiving approval to return to the school building.



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SCHOOL UNIFORM

Please find our **Uniform Policy** on the back/attached to this letter. **EACH SCHOLAR WILL RECEIVE ONE FREE UNIFORM SHIRT IN SEPTEMBER.** Scholars new to FDA VII will receive a complimentary school hoodie. If you have not already done so, please use the link <https://forms.gle/qkHfGe1t63XCzTj5A> to complete the *2020-2021 School Info & Uniform Survey* whether you/your scholar selected in-person or remote learning for 2020-2021. Uniform shirts will be on sale **by mid-September**. Sale dates will be announced at a later date. Thank you in advance for your patience.

NEW DRESS DOWN DAYS....Group A (Mondays) and Group B (Fridays). School uniforms are required all other days (Tuesdays, Wednesdays and Thursdays) for in-person instruction.

PRICE LIST

FDA Polo (Small, Medium, Large & X-Large)... \$13

FDA Polo (2X - 3X Large).... \$14

In-Person Learners & Remote Learners Supplies

- 5 Subject (500 pages) Notebook or Binder 1 ¾ inch or large binder ring for loose-leaf paper
- Loose-Leaf Paper (4 packs)
- Pens and Pencils (2 Packs each)
- TI-84 Calculator

In-Person Learners ONLY

- Combination Lock (2 locks)

SCHOOL BEGINS ON THURSDAY, SEPTEMBER 10, 2020

Remote learning scholars and in-person scholars will receive their Group assignment (A, B or D) and class schedule/program by August 31.

On Thursday, September 10...

- Group B scholars will report to in-person school on Thursday, September 10.
- Group A scholars will begin school online on Thursday, September 10.
- Group D students will begin school online on Thursday, September 10.

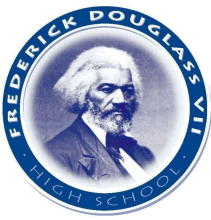
Future announcements and updates will be sent via email, mail, text (KINVO/Jupiter Grades) and posted on our school website at fda7.org. Scholars, please check your email regularly for announcements and updates. Due to COVID-19 we are limiting visitor and guest access to the school building for non-emergencies (ex. Residence/Address Verification Letter; Attendance Letters, etc.). **Families MUST schedule appointments in advance to request letters and to meet with faculty or staff.** Appointment requests to visit the school may be directed to our Parent Coordinator, Ms. Armstrong.

Please feel free to contact our Parent Coordinator, Michelle Armstrong via email msarmstrong@fda7.org or call the school at 718-485-3789, should you have any questions or concerns.

Looking forward to a very different and GREAT SCHOOL YEAR!! WE GOT THIS!!

Sincerely,

Tamika S. Matheson
Principal



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UNIFORM POLICY (IN-PERSON)

Our Uniform Policy promotes our focus on learning and NOT designer styles. Please assist us in our efforts to create a learning environment that is free from **distractions and disruption of the education process**.

Our school uniform includes any top and bottom selection from the list below:

- FDA VII polo shirt (each scholar will receive a complimentary polo shirt)
- FDA VII hoodie (New scholars (ex. Grade 9 and transfer scholars) will receive an FDA VII hoodie)
- Plain black slacks/denim or Dickies (no sweat pants, leggings or tights) OR
- Plain black skirt **NO MORE THAN 3 INCHES ABOVE the CENTER of the KNEE.**
- Shoes or sneakers

Any deviation/change from the above list means that your child is out of the school uniform.

A parent or guardian will be called, and will be asked to bring appropriate clothing to the school. Additionally, scholars may lose their privilege to participate in activities (ex. school trips, sports, school events, senior activities, etc.) for the school year.

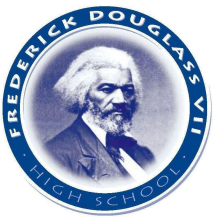
NEW DRESS DOWN DAYS....Group A (Mondays) and Group B (Fridays). Scholars **MUST** wear appropriate attire. Scholars and parents are asked to review and adhere to the following: (NO exposed stomachs, cleavage or low-ride bottoms/hip-huggers, NO see-through clothing, NO halters, NO tube tops, NO muscle shirts/"wife beaters," NO undergarments/underwear showing (males or females), NO ripped/skin-exposed jeans, etc.).

School uniforms are required all other days (Tuesdays, Wednesdays and Thursdays) for in-person instruction.

Again, our school uniform policy promotes College and Career readiness, school safety (we can recognize OUR children) and keeps the focus on LEARNING.

Should you have any questions, please contact our Parent Coordinator Ms. Armstrong at 718-485-3789.

Thank you.
Administration



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UNIFORM DO'S



FDA Polo

Black/White/Burgundy

YES...

FDA Polo shirt , black slacks/jeans/dicies, black skirts, shoes/sneakers.

UNIFORM DON'TS



NO ...

halter-tops, muscle shirts, ripped jeans, mini skirts, flip-flops, leggings, sweats