

## **Camden's Promise Charter School**

### **Emergency or Remote Instruction Plan 2022-2023**

*NJ Governor Murphy signed A-3904 into law in April of 2020, which requires each school district to submit a proposed program for emergency remote instruction to the New Jersey Department of Education. This law provides for the continuity of instruction in the event of a public health-related district closure by permitting the District to utilize remote instruction to satisfy the 180-day requirement.*

*If public health and/ or safety conditions warrant changes to in-person learning, we are prepared to ensure that students and families will have what they need, as we did during the 2020-2021 school year. We will return to remote learning in the event that applicable governing bodies deem this is necessary.*

### **Addressing Digital Divide**

Prior to the pandemic, Camden's Promise Charter School was 1:1 with devices in 3<sup>rd</sup> Grade to 12<sup>th</sup> grade. Currently, all students from PreK to 12<sup>th</sup> grade will have access to a device if Emergency or Remote Instruction is needed. They have already been assigned to a specific device. Currently high school and middle school bring their devices to and from school. Elementary students keep them at school, but if remote instruction is needed, they will be allowed to bring them home. A survey will be given out to determine which families lack internet connectivity. Our internet connectivity plans include a distribution of mobile hotspots to support families if needed. All students will have equitable access and opportunity to continue learning through virtual or remote instruction plan.

### **Parent Communication & Support**

Parents will be notified through district wide communications: emails, text messages, robocalls, and it will be posted on the school website and social media. Communication is key throughout remote instruction to ensure students learning and engagement continues, along with addressing social, emotional, and academic needs. Information will also be provided in Spanish.

On-Site Tech Support would be available to parents. There will be specific tech hours where families can receive technical assistance for device issues (software or hardware related).

Families can also contact their Team Leaders or Deans who will reach out to the Technology Department.

A remote learning orientation will be available for parents and students who need additional assistance with remote instruction. Parents will also receive access to important resources to help them through the emergency closure. Administration and Social Workers will also be available for all families to support with the transition to remote instruction.

### **Instruction/Assessment & Daily Schedule**

Students will follow a synchronous remote day. Students will follow their in-person schedule and school campus times. The elementary program is from 8:15 to 3:00. The middle school is 8:00 to 4:00 and the high school is 7:30-3:30. Students will use their district issued device to receive instruction and communication from their teachers via Google Classroom and Zoom for the elementary and Canvas and Zoom for the middle and high school. Teachers will utilize Google Classroom (elementary) and Canvas (middle and high school) for posting assignments and communications. Lessons will be recorded for students that are not present. Students will have familiarity with all platforms due to the fact they are used throughout the day during in-person instruction. Students can attend live class online, participate in interactive discussions and work on assignments and tasks after the session. Some of the online platforms include but are not limited to the following: Measuring Up Live, IXL, Go Guardian, LoTi Benchmark Assessments, Writable, NewsELA, Freckle, Edpuzzle, Pear deck, Zoom, Loom, BrainPOP, Canvas, and Google Drive, Pearson, e-books and etextbooks. Office hours will be set up to provide additional support during remote learning.

For Student Growth and learning, both formative and summative assessments will be used during remote learning. Students will complete and submit assessment data electronically through the variety of virtual platforms.

Attendance will be taken daily. Students will be expected to engage in synchronous lessons to receive credit for the attendance of the day and/or the class depending on grade level. Attendance will be taken by the teacher and recorded in Real Time. Pod Coordinators, along with front office and social workers will follow up with attendance and communicate with families. Students with excessive absences may be eligible for credit recovery opportunities. The school social worker will work with families and students to identify students in need of credit recovery.

## **Distribution of Materials**

The school will provide all necessary consumables and materials needed by students to complete assignments. Materials and/or instructional packets and kits will be prepared for distribution as early as possible. Dates and times for picking up materials will be communicated in a drive-thru service. If families are unable to pick them up due to transportation, delivery will be provided.

## **Special Services**

Special Education students will continue to be supported based on their individual needs and their IEP and/or 504 plan and transition the virtual setting. Students will be provided all accommodations and modifications as necessary and be placed in remote classrooms, whether it is ICR, resource, or self-contained classroom. Teachers will keep the CST informed of the needs of the students and make any adjustments necessary to provide equity and continuity of service. CST will document IEP implementation and accommodations. IEP meetings and case managers follow ups will continue to occur through virtual platforms and continued meeting schedules. . Related services such as occupational, physical speech and language therapy will be provided through remote learning. ELL services will also continue through remote learning. ELL students were paired with Spanish speaking POD Coordinators and other subgroups with people they felt most comfortable with. ELL services continued virtually. ELL teachers will continue to follow their program for either push in and/or pull in. ELL teachers will continue to deliver instructions and services to ELL students. ELL teachers will meet with students to provide direct, live instruction and support the district's ELL curriculum as well as content area instruction for general education courses and classes. These services are organized by grade level and campus. The district will continue to follow the New Jersey Entrance and Exit procedures for ELLs to the extent possible given the nature of the school closure.

## **Meals**

Meals (breakfast and lunch) will be provided in a grab-and-go format. Menus may be modified from the set monthly school menu. Distribution would begin the first day of the school closure and be available at each of the school sites. If families are unable to come pick up the food due to transportation issues, delivery will be arranged.

## **Social Emotional Support**

Social Workers, Nurses, Guidance Counselors, Administration, will be available on remote learning days. If there are concerns about students' social-emotional needs, parents and students

can reach out to them through email. All staff will be supported throughout the school year by administration so they can best support students. Upon reopening, the district will make considerations to provide support around any possible family related incidents/deaths that students may have experienced during closure.

### **Sports and After School Activities**

In the event of an emergency closure, sports and in person after-school activities will be either postponed or canceled. The district will adhere to the most up to date information NJSIAA guidelines. The determination on whether to postpone or cancel the above will be made based on the current conditions and direction of the state and county mandates. In some cases, some programming (Title I extended learning program and accelerated learning programs) can be moved to virtual platforms to further support students in the virtual learning environment. Students and families will be notified if that is the case.

### **Facility**

All district buildings are maintained daily. The school grounds will remain under the care of the school maintenance staff. Maintenance will inspect the buildings and report any building concerns to the building leads, chief school administrator, and school business administrator. Normal protocol will remain in place as if school was in session to ensure the proper maintenance and keeping of school grounds.

### **Essential Employees**

A list of essential employees will be sent to the county office at the time of the school's transition to remote learning. The essentials employees include, but are not limited to Administration, Facility, Food Service, Social Workers and School Nurses.