

# SCHOOL CLOSURE AND REMOTE PLAN

CUMBERLAND COUNTY CHARTER SCHOOL NETWORK

VINELAND PUBLIC CHARTER

MILLVILLE PUBLIC CHARTER

BRIDGETON PUBLIC CHARTER

UPDATED 2021-2022 SCHOOL YEAR

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. The Executive Director or designee must consult with the Board of Trustees, if practicable, prior to implementing the school's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

### ***Purpose***

Cumberland County Charter Schools Network Remote Instruction Plan will serve as a resource guide for planning for, responding to a school organization closure. This document will address guidance for Chapter 27 Emergency Virtual /remote program for the Cumberland County Charter School Network (Vineland, Millville, and Bridgeton Public Charter Schools).

The primary goals of this plan are to:

- Continue the essential operations of Cumberland County Charter School Network, in the event of a school closure lasting more than three consecutive days.
- Ensure effective, timely, and situation-sensitive decision-making related to any event that is impacting or has the potential to impact the Cumberland County Charter School Network community.
- Establish a clear communications plan that ensures that students, families, and staff receive timely and accurate information regarding the closure as well as information about impacts to the school district and available services.
- Layout full strategy to move instructional classes online.

### ***Immediate and Temporary School/Office Closure***

Local health officials and or County officials may recommend temporary school closures in instances where there is a health related/state/county/school wide emergency. In such instances, local/school officials will make recommendations related to the scope of the closure (i.e. a single school, an entire organization). The duration of closures will be determined on a case-by-case basis using the most up-to-date information available about the emergency in the state/community or within the school network.

In the event an emergency within the school network, the following steps will be taken:

Cumberland County Charter School Network will confer with local officials/ health department and the County Superintendent's Office to obtain a recommendation regarding school closure, timing, scope, and duration. Cumberland County Charter School Network will then communicate the information to the community, which includes students, families, staff, and the Board of Trustees. At that time, in person learning will be cancelled and distance/remote learning will be deemed necessary.

- **Communication:** Information about the closure and the change to distance/remote learning will be shared with all stakeholders as soon as possible after closure determinations are made via: Blackboard Connect, social media, school home pages, and parent e-mails.

### ***Technology and Connectivity/ Digital Divide***

The school will continue to strive to ensure that every student has access to a device and internet connectivity. To ensure all students who do not have access to a computer or device can take part in virtual learning, the schools within the charter network have utilized grant funds to coordinate a technology program to bridge the digital divide. All students within the network have currently been provided /assigned a network-owned technological device to utilize throughout the school year during both remote and in-person learning.

If a school closure occurs during a school day students and staff will transport their assigned device from school to home. In the event the school closure occurs after school hours, the building principal will arrange a schedule for device pick up or delivery. This information will be conveyed during or immediately following the notice of school closure. The schedule information will be broadcasted via social media, school webpage, and Blackboard Connect.

An additional supply of Chromebooks is available to account for devices that need service or devices that are damaged. Additionally, all students have been assigned a Gmail account for the entire suite to utilize during in person and remote learning. All staff will utilize Google Classroom and post assignments that are compatible with the platform. In addition, the schools will provide personal WIFI hotspots for use by students who do not have reliable wireless internet access for their computer at home upon request. Students will have the ability to access online resources and supplemental programs at home to help bridge the digital divide and ensure educational equity.

### ***Continuity of Education and Equity Plans***

In the event of a closure, the organization will implement digital learning utilizing preexisting learning platforms and telecommute plans for students and staff, where appropriate. To prepare to support continuity of education and network services, Cumberland County Charter School Network has developed comprehensive plans for the following:

- All parents /families will receive a survey at the onset of the school year and periodically throughout the year to determine the current availability of internet access within our students' homes.
- Current technology audits will be conducted monthly to ensure a 1-to-1 technological device availability by the school principal and the IT Department.
- The Network will provide personal WIFI hotspots for use by students who do not have reliable wireless internet access for their computer at home.
- Online learning platforms for all students will be provided that includes digital differentiated learning options through Google Suites. Google Suites will be used, to assign lessons, house student work, and provide teacher/student feedback. Google classroom will allow staff to assess daily student attendance through students logging into the system, visually accounting for their presence, and completion of daily work. Teachers will employ an approach to education that allows for both online educational materials and opportunities for interaction and traditional classroom activities completed in the home. It is supported by the remote presence of both teacher and student, with elements of student control.

- Assignment of an email account for the entire student body will be completed in September. All new students upon registration will be assigned a google account and will be assigned a technology device.
- All families will have meaningful high-quality education materials that align to state standards and the supports needed to successfully access grade level learning plans and associated materials virtually or will be distributed at the time of closure.
- The school will maintain a record of student attendance each day. Attendance will be taken promptly at 8:15am and at the start of each new period. The school secretary will certify the attendance by 9:00 am. A daily log must be completed by all staff for their students and submitted to building administration. Staff will report concerning levels of absence or disengagement to administration for administrative and counseling intervention. Student attendance during virtual learning will follow all local policy and truancy regulations and may factor into student retention, promotion and graduation.
- The classroom teacher, nurse and school administration will document and communicate with a family of a student when a student is not attending (2 or more consecutive days) or participating in online instruction and or fails to submit completed assignments on a regular basis. An individual success plan will be created to offer hard to reach students.
- Students are expected to engage in synchronous(live) lessons for each subject period to receive credit for a full day of attendance.
- A student experiencing technical difficulties and or internet interruption should notify their teacher(s) of the difficulty. If substantiated, the student will receive full credit for attendance if all assigned work is completed.
- **Instructional hours for interaction with students will be between 8:00am and 2:45pm daily (Monday-Friday).** Teachers will collaborate to prepare daily online experiences per week per content area. All teachers will provide support and feedback to students and families through Google Classroom being the primary source. Students will have unlimited access to the materials throughout the day and will not be limited to the “office hour” windows, but may not receive immediate correspondence from teachers if it falls beyond 3:15 p.m.
- Teacher schedules will be posted on each staff members Google Homeroom and will be emailed to parents along with all contact and log in information.
- **Lunch and Recess time will be allotted- 30 minutes for lunch and 20 minutes for daily recess.**
- Schedules for preplanned early dismissal days will be followed as per the school calendar.
- Grades will be posted weekly with Grade Book for student and parent review.

### ***Instructional Assistants Expectations:***

- Directly work and communicate with the classroom teacher
- Participate in Teachers Google Classroom and Google Meets daily.
- Assist teachers and students during working hours.
- Provide outreach to students as directed by classroom teacher or building administration
- Work with small groups of students at the direction of the classroom teacher and building administration.
- Complete duties as assigned by the building administration.

### ***Office staff Expectations:***

- Directly work with and communicate throughout the day with building administration.
- Complete all duties assigned by building administration.
- School phones need to be forwarded to a home phone.
- Provide outreach to students and families.
- Certify daily attendance by 9:00 a.m.
- Complete transfer requests.
- Assist with all home surveys
- Update emergency contact information as needed.
- Ensure accuracy of Oncourse student/parent information. Update as needed.
- Respond to parent inquiries.

### ***School Nurse Expectations:***

- Directly work with and communicate throughout the day with building administration.
- Conduct wellness checks via use of the Google Suite.
- Provide support with outreach to students.
- Assist with communication to parents.
- Assist with daily attendance and student attendance checks.
- Complete all state reporting as necessary.

### ***Student Expectations:***

- Follow the schedule that is posted on your homeroom teachers Google Classroom.
- When working remotely, ensure that you are logged into the Google Meet for each class on time for synchronous instruction, attendance will be recorded within the first three minutes of class and taken during the middle and end to ensure attendance throughout the entire class period.
- Attendance for the day will only be counted if the student is present for the entirety of the lesson.
- Complete all assignments by the due date unless previously approved by the classroom teacher.
- Partial credit and makeup work will not be accepted unless student and parent have contacted the staff member to discuss the situation and an agreement is made. No extra credit or make up work will be permitted for a student who has chosen not to complete the assignment or participate in synchronous learning without a valid reason.
- Online names that are not the students name must be pre- approved by the classroom teacher.
- Inappropriate screen names, photographs, or behavior that is not accepted will not be permissible.
- Contact your teacher immediately if you are experiencing technological difficulties, internet interruption, or having difficulty when completing an assignment.
- If a student needs extra support, please notify the teacher immediately so remediation measures can be put into place.

## ***Teacher/Staff Expectations:***

### Google Classroom:

- All teachers at the beginning of the school year will have created a Google Classroom. Students will be provided the links at the start of the school year. Teachers will actively utilize Google Classroom on a daily basis. This will provide students with access during the school year and will provide ease of use in the event of a school closure.
- Homeroom will be dedicated to attendance and for students to participate in Focused Intervention Time and Social Emotional Learning Activities.
- Principals and Assistant Principals will be invited to Google Classroom. Teachers should designate the building administrators, as “Google Classroom Instructors”. This will allow Administrators to view submissions and monitor instruction for students.
- Teachers who work with small groups (Basic Skills teachers, Interventionists, Special Education teachers) must have their own Google Classroom and schedule. Building administration will monitor schedule and small group learning.
- Live instruction will be conducted through the Google platform, utilizing Google suites, with live streaming for synchronous (real time; live) learning, focusing on the standards-based curriculum for the content area/grade level of their students.
- Class instructors are to have their video camera on for the entirety of the class period. If at any time you re using a photo of yourself it must be appropriate.
- Instructors are not to video record, audio record, photograph, live stream, or transmit through any other platform unless prior administrative approval is granted.
- Any confidential or personally identifiable information related to students participating in Google Suites should not be collected, discussed, or shared.
- Notifications that are created in Google Classroom should be timed to occur during the school day for students.
- School staff are to ensure a guardian’s email is set up to inform parents of missing assignments upcoming projects/due dates, assessment dates and classroom information.
- Target objectives and success criteria must be posted daily.
- Post assignments and homework each day by 8:30 in Google Classroom.
- Teachers are to take attendance three times during the lesson to ensure students are attending the entire lesson.
- The instructor assigned to the class must be the last person to log off.
- Lesson plans will be submitted as per the school buildings schedule to their direct administrator.
- All teachers must have substitute lesson plans developed for 5 instructional days that afford the students with synchronous lesson delivery with the substitute.
- Respond to all student parent emails/phone calls within a 24 -hour period. Inquiries sent over the weekend will be returned the next workday.
- Maintain a daily parent/student communication log.
- If students conduct is inappropriate during a Google Meet/Hangout, please complete a discipline tracker within Oncourse and contact your administrator regarding the incident.

## ***Student Etiquette***

- Prepare for technical difficulties; check that technology is working prior to starting the session.
- If technical difficulties occur, please contact the teacher, main office.
- Behave in a respectful manner at all times.
- Dress appropriately

- Actively engage in all sessions
- Refrain from cell phone usage unless directed by the classroom teacher to utilize as part of the session.
- Utilize a quiet space in your home that has minimal distractions
- Avoid eating during a learning session.
- Keep your microphone on mute unless told otherwise by your teacher.
- Do not share Google Meet code with anyone outside of the classroom.

Parents and guardians are encouraged to assist their child(ren) through the remote learning process; however, we kindly request all parents and guardians observe the privacy of all student participants. Please do not record, audio record, photograph, live stream, or transmit any part of the Google Meeting. Any confidential or personally identifiable information related to students participating in remote learning should not be collected, discussed, or shared. We ask that parents assist their student with encouragement and support during asynchronous learning; however, do not actively participate or engage in the lesson with other students during student learning activities. Please assist us in providing all students with a positive and productive learning experience by confirming your student's computer is muted and your child is within an area that is free from distractions.

### ***School Breakfast and Lunch Programs***

Cumberland County Charter School Network (Millville, Bridgeton, and Vineland locations) will provide meal programs (breakfast and lunch) to all its students. School cafeterias will not be open during building closures for public eating. Breakfast and lunch will be provided at 790 East Commerce Street for the Bridgeton Public Charter, 1101 Wheaton Avenue for the Millville Public Charter and at 1480 Pennsylvania Ave for the Vineland Public Charter School as a pick up-drive by between the hours of 11:00 a.m.-12: 30 p.m. on Monday and Wednesday. Multiple days of meals consisting of breakfast and lunch will be provided. Meals will be delivered by staff following all state requirements for food distribution and all safety measures will be adhered.