

Newark Educators’ Community Charter School

Learning for all!

Remote Learning Plan

Introduction

The Newark Educators’ Community Charter Schools is a PreK 3 through Grade 4 charter school currently serving 257 students. We are a certified free lunch school due to the high number of families who qualify for free and reduced lunch.

Our school understands the importance of continuing to provide instruction and meals to our students during a school closing as a result of the COVID-19 pandemic, and for that reason we have created a plan that focuses on the specific needs of our families and how we can continue to meet them remotely.

This plan outlines the manner in which we will maintain essential functions and services during a pandemic outbreak, and is aligned to the requirements set forth by the New Jersey Department of Education (NJDOE) specific to disease outbreak. Those requirements include:

1. Equitable access to services for all students;
2. Address provision of appropriate education for Special Education students; and
3. Provision of school nutrition benefits for eligible students.

School Demographics

Number of Students Enrolled	257
Number of Special Education Students	41
Percentage of Students with a Device and Internet at Home <small>(survey collected 193 responses)</small>	96.9%
Devices Available at NECCS to Loan Families	212

Preparedness Action Steps

- ❑ The Executive Director participated in conference calls with the Governor and Commissioner of Education, the Director of Charter and Renaissance Schools, and the Office of Preschool Programs to gather information and guidance for planning requirements.
- ❑ A Technology Availability survey was sent to parents both electronically (via Class Dojo) and via backpacks. Please see data on the School Demographics table.
- ❑ Teachers were given planning time after school on March 11 and 12. School closed on March 16 and staff reported to complete their planning and receive technical training on the tools available via Google.
- ❑ An inventory of chromebooks was completed to determine availability of devices for loaning to families.
- ❑ Meetings took place with administrative staff to outline instructional and operational supports, and distribution of school meals.
- ❑ Meetings took place with the Special Education Case Manager and Special Education teachers to outline a plan for instruction and supports, and contingencies for related services.

Communication Plan During Closing

NECCS is committed to maintaining ongoing communication with all stakeholders during closure. We will maintain consistent communication with staff, students, parents and caregivers, and all vendors and consultants who support our day to day operation. The platforms that will be used include:

- Email
- Website Postings
- Automated Calls and Texts
- Google Classroom
- Class Dojo
- Google Meet and Google Hangouts
- Social Media Outlets - Facebook, Instagram

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Educational Materials: Part of the preparation and planning for closure included assembling Student Packets that included login information for the different platforms to be used, printed materials, and supplies required for completion of work from home (pencils, highlighters, sharpeners, scissors, crayons, ect.). This packet also included supplemental information to free online activities.

Availability of Chromebooks: Parents who needed devices for their students in grades Kinder through 4 were given the option of borrowing a device from the school. A User Agreement was required for each device. Teachers also shared information on free and discounted internet services made available by several providers.

Structure of Remote Learning: Parents were given access to a suggested daily schedule so that they could get a sense of how much time during the day students will be expected to engage in learning remotely. This was shared in the form of a Google Doc so that parents could access from phones or any other device.

Virtual Attendance Verification: We instituted an attendance survey via Google Forms that parents or students can complete on any smart phone or device. The link is sent each morning via Google Classroom and Class Dojo. This form requires a response by 9:00 am every day. Grade levels will report attendance to identified non-instructional staff so we may look at the trends across the grades and school, and follow up with families as needed.

Remote Instruction: Teachers will be implementing modified assignments that align with the NECCS curricula, and the NJ SLS for each content area. Teachers begin their day as per their contract, at 7:50 am. The day accounts for (a) verifying attendance, (b) assigning work for the day, (c) giving students feedback on assignments submitted, and (d) assisting students and parents via email, Google Classroom messages, Class Dojo, or Google Meet. Teachers collect work either virtually through Google Classroom, or via Class Dojo by having parents of younger students take pictures of completed paper-based assignments.

Instructional Oversight: Supervisors will access their assigned teachers' Google Classrooms to check on lessons and student work submitted. We have given parents the option of taking pictures of paper-based work and sending via Class Dojo in the event that technology is a challenge.

Planning for Longer Term Closure: Teachers were trained in the use of Google Meet, with the expectation that after ensuring implementation is fully functional for parents and students they can schedule regular "conference video calls" for Read Alouds, lessons, and other activities that will allow students and teachers to interact and have continuity.

Supporting Special Education Needs: Our special education teachers have reviewed IEP accommodations to determine strategies to support students remotely. General Education Teachers have given access to their Google Classrooms to Special Education Teachers so

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that they can provide accommodations and modifications. Special Education teachers also scheduled virtual time with students for additional support. Related Services such as Speech and Occupational Therapy will be supported on a limited basis via supplemental materials to take home, with our commitment to provide compensatory services upon returning to school.

Virtual Professional Learning Communities and Team Check Ins: We plan to have virtual weekly grade level meetings on Fridays. This time will be used to discuss student engagement and growth, as well as the ongoing sharing of resources and other relevant information.

Educational E-Tools in Use: In addition to regular assignments aligned with the school curricula, students will be asked to complete thirty minutes of reading and complete a virtual reading log. In the event that books are needed, teachers have provided access to sites such as Epic!, Newsela, and Audible books for those students who need them. In addition, students have also been asked to complete 30 minutes of practice in Dreambox, a math e-tool.

Provision of School Nutrition Benefits for Eligible Students

NECCS has the following food service plan in place to ensure the provision of meals, in accordance with guidance released March 6, 2020 from the USDA.

- The school will provide both breakfast and lunch two days per week. Meal distribution will take place via Drive Thru / Walk Thru. Families will not congregate in the building.
- Each Tuesday families will be given breakfast and lunch for two days (to account for Tuesdays and Wednesdays) to take home. Each Thursday families will be given breakfast and lunch for three days (to account for Thursday, Friday and Monday).
- Distribution will be available on these two days from 7:30 am to 10:30 am.

By limiting the number of days we attempt to do our part in reducing the need for families and staff to leave home. This window will be revisited based on the outcome of the first week of distribution.

Continuity of Operations

- Executive Director: Maintains authority over all operations and crisis management plans.
- School Business Administrator - Monitors and maintains the following departments prior to and during any closure:
 - Payroll at SBO and Confidential Executive Assistant for Human Resources will work remotely and access the payroll and attendance systems to ensure continuation of pay.
 - Purchasing, Accounting and Accounts Payable (SBO) - These functions will be able to function in a limited capacity remotely to approve emergency purchases, and make critical payments.
- Operations Manager- Takes appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:
 - Replacement of soap and hand sanitizer dispensers
 - Ensuring all paper towel holders are filled and functioning at all times;
 - Sweeping and wet mopping all floors;
 - Vacuuming rugs;
 - Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
 - Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
 - Cleaning and sanitizing cafeterias - tables, chairs, food lines; and
 - Cleaning vents - Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.
- Technology - The TechnologySupport provided by NIT will continue to function regularly from an outside location if necessary.
 - Team members will be available during regular hours of 10 am-2 pm to respond to technology issues pertaining to district programs and equipment.
 - Staff can email with their needs and can expect same day responses by email or phone during regular work hours.
 - District servers housed on site can be monitored remotely to ensure all systems are operational.
 - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Executive Director
- Supervisors and Administrative Consultant
 - Communicates daily with Executive Director and teaching staff to ensure the safety and wellbeing of students, staff and the community are being met
 - Be available to answer all staff and community questions/concerns in regards to the safety and wellbeing of our students in addition to all operational aspects of our schools.
 - Ensure that virtual instruction and assignments are taking place consistently.
 - Verify that students are accounted for and engaged in remote learning consistently.

- Communicate with parents on any issues pertaining to remote instruction, including assignment completion and consistent participation of students..
- Update the executive Director on operational aspects of school on a daily basis.
- Advise for other virtual resources and professional development opportunities.
- Supports the needs of the Executive Director.
- Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Executive Director
- Special Education Case Manager / Social Worker
 - Maintain academics and student learning in consideration of special populations with the support of supervisors and other administrators.
 - Communicate with teaching staff and student services staff to ensure student needs are being met
 - Assign paraprofessionals development videos from educational sites.
 - Be available to answer staff and parent questions in regards to school closings and student supplemental needs
 - Maintain IEP meeting status.
 - Updates Executive Director, Supervisors and Administrative Consultant on a regular basis.
 - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Executive Director.
- Student Information Services Coordinator
 - Compile collected documentation on daily check ins.
 - Report on students without check ins for 3 days or more.
 - Provide the necessary information to contact the home.
 - Maintain enrollment data for the current and upcoming year from home.
 - Updates Executive Director, Supervisors Case Manager and Administrative Consultant on a regular basis.
 - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Executive Director.