



**New Horizons Community Charter School  
45-59 Hayes Street  
Newark, New Jersey 07103**

# **New Horizons Community Charter School**

## **Chapter 27 Emergency Virtual or Remote Instruction Plan**

**2023-2024 SY**

**Please note that this information is subject to change based on updated guidance from the New Jersey Departments of Education and Health, as well as the continued collaboration with our educational and community teams. This document is intended to provide additional information and clarity on our planned learning options.**

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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.

If public health and/ or safety conditions warrant changes to remote learning, we are prepared to ensure that students and families will have what they need. We will return to remote learning in the event that applicable governing bodies deem this necessary.

**In the event of a transition to remote or virtual instruction, the district will ensure that a list of essential employees is provided to the county office at the time of the transition.**

Remote learning, also referred to as distance learning, is learning that happens outside of the traditional physical classroom. It gives students who are not in school for in-person education, access to online learning materials and instruction. All students and staff are provided a school issued laptop.

All students will have the opportunity to access online lessons and complete assignments, projects, and assessments either during in-person or remote learning.

Should a student or a parent have an issue with their laptop or internet connectivity, they are to notify [technology@nhccschool.org](mailto:technology@nhccschool.org) or call the school. It can be that the laptop is replaced, or a hotspot is provided. Onsite technical support is provided.

During remote learning, it is imperative that all staff maintain communication with students (via phone calls, emails, Google Classroom, and ClassDojo) to ensure they are completing assignments, are actively engaged and maintain their social and emotional wellness.

**Please be advised that New Horizons Community Charter School is operating as a fully in-person instructional model. Should there be any case for an emergency school closing, we may operate remotely if guided to so by the New Jersey Department of Education.** Please be mindful of the following guidelines if we ever need to operate remotely:

## **Technology and Connectivity**

New Horizons Community Charter School will provide access to all students to a laptop. Where needed, hotspots equipped with CIPA filtering will be provided to students for use with district devices only.

The district will continue to utilize Goggle Classroom and apps for Education to provide students will technology-based experiences as an additional support to in-person learning across the Curriculum.

Laptops and internet connection are made available to any student that does not have sufficient broadband or any technology required for virtual or remote instruction. Family need is gauged via personalized outreach and surveys. The Internet Access Connectivity Survey is provided to all families to assess device and sufficient internet access.

As a layer of support, live technology office staff is available to all students and staff to receive direct and timely support in regards to all aspects of technology

## **Remote Learning Expectations**

### **Parent Notification:**

Parents will be notified via the following avenues should we need to switch to remote learning district-wide:

- School website
- District robocalls via School Messenger
- ClassDojo

### **Schedules:**

There are two modes of schedules both asynchronous and synchronous.

During any prolonged school closing (3 days or more) only synchronous, Live, instruction will occur via Zoom Meetings. Zoom Meetings will be held during the times outlined in the school schedule. All zoom codes are posted for all live classes on ClassDojo.

During a virtual or remote instruction day, school staff and students will follow a Monday through Friday instructional week utilizing the full remote instructional day schedules as outlined below.

# REMOTE SCHEDULE K- 5

2023-2024 SY LOWER SCHOOL SCHEDULE (K - 5)										
KINDERGARTEN										
	8:00 - 8:15	8:15 - 8:30	8:30 - 10:15	10:15 - 11:00	11:00 - 11:45	11:45 - 12:30	12:30 - 2:15	2:15 - 3:00	3:00 - 3:30	
Kindergarten	Breakfast After the Bell/Morning Meeting	Calendar	Math (105 minutes)	Lunch	Science	Special	ELA (105 Minutes)	Social Studies	Second Step (Character Development)	
GRADE 1										
Grade 1	Breakfast After the Bell/Morning Meeting	Calendar	Math (105 minutes)	Lunch	Science	Special	ELA (105 Minutes)	Social Studies	Second Step (Character Development)	
GRADE 2										
Grade 2	Breakfast After the Bell/Morning Meeting	Calendar	Math	ELA	Lunch	ELA	Social Studies	Special	Science	Second Step (Character Development)
GRADE 3										
Grade 3	Breakfast After the Bell/Morning Meeting	Math	ELA	Lunch	Science	Special	Social Studies	Second Step (Character Development)		
GRADE 4										
Grade 4	Breakfast After the Bell/Morning Meeting	Math (90 minutes)	ELA (75 Minutes)	Lunch	ELA (30 min)	Science	Social Studies	Special	Second Step (Character Development)	
GRADE 5										
Grade 5: ELA/SS Homeroom (Ms. Simmons)	Breakfast After the Bell/Morning Meeting/Second Step	Special	ELA	Social Studies	Lunch	Math	Science			
Grade 5: Math/Science Homeroom (Ms. Muga)	Breakfast After the Bell/Morning Meeting/Second Step	Special	Math	Science	Lunch	ELA	Social Studies			

# REMOTE SCHEDULE GRADES 6-8

2023-2024 SY MIDDLE SCHOOL SCHEDULE (6 - 8)									
GRADE 6									
	8:00 - 8:15	8:45 - 9:30	9:35 - 11:05	11:05 - 12:05	12:15 - 1:00	1:05 - 2:35	2:35 - 3:30		
Grade 6A: Robertson's ELA/SS Homeroom	Breakfast After the Bell/Morning Meeting/Second Step	Special	ELA	Social Studies	Lunch	Math	Science		
Grade 6B: Aimable's Math/SS Homeroom	Breakfast After the Bell/Morning Meeting/Second Step	Special	Math	Science	Lunch	ELA	Social Studies		
GRADE 7									
Grade 7A: DalCanton's ELA Homeroom	Breakfast After the Bell/Morning Meeting/Second Step	ELA	Special	Math	Social Studies	Lunch	Social Studies	Homeroom	
Grade 7B: Kairs' Math Homeroom	Breakfast After the Bell/Morning Meeting/Second Step	Math (95 minute blocks)	Lockers/Transition to next academic class to be ready after special Then transition to Specials	Special	Social Studies	ELA	Lunch	ELA	Homeroom
Grade 7C: Korda's Social Studies Homeroom	Breakfast After the Bell/Morning Meeting/Second Step	Social Studies	Special	ELA	Math	Lunch	Math	Homeroom	
GRADE 8									
Grade 8A: Dominique's Math Homeroom	Breakfast After the Bell/Morning Meeting/Second Step/Character Development	Math	Social Studies	Special	ELA	Lunch	Intervention/Tutoring/Science Infusion w/ homeroom teacher	Homeroom	
Grade 8B: Woods' SS Homeroom	Breakfast After the Bell/Morning Meeting/Second Step/Character Development	Social Studies	ELA	Special	Lunch	Intervention/Tutoring/Science Infusion w/ homeroom teacher	Homeroom		
Grade 8C: Nyame's ELA Homeroom	Breakfast After the Bell/Morning Meeting/Second Step/Character Development	ELA	Math	Special	Social Studies	Lunch	Intervention/Tutoring/Science Infusion w/ homeroom teacher	Homeroom	

**Schedules for early dismissal days:** School based early dismissal schedule will be followed on the dates designated as 12:00 PM dismissal dates on the school calendar:

**\*Please note that the minimum hours of instruction for virtual or remote day is four hours excluding lunch and recess even when operating on a half day schedule.**

### **Staff Attendance:**

- Daily logs must be completed by all New Horizons Community Charter School support staff and submitted to the school Principal/Vice Principal or Direct Supervisor by the end of each remote learning week.
- If a staff does not punch in, it will be documented as an absence.
- Paychex Flex shall be used to account for daily attendance. All staff must login to Paychex Flex daily, punch in and punch out, during their regular scheduled times.

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

- Staff will be informed if they will work on site or from home depending on a case-by-case situation. There may be designated staff that may need to operate on site for example for building maintenance and food distribution.
- Staff is expected to punch in and out during remote days via Paychex Flex. If you are not able to do so, you may e-mail [hr@nhccschool.org](mailto:hr@nhccschool.org).
- Instructional staff is expected to provide live instruction via zoom as per the school wide schedule.
- Teacher Professional Development will continue to be conducted via Zoom in case of an emergency closing.
- Technical Support is available to staff during remote instruction. You may e-mail the Technology Department at [technology@nhccschool.org](mailto:technology@nhccschool.org).
- All staff is expected to be on ClassDojo and Google Classroom, and communicate often with parents/guardians.
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Communicate with students and parents
- Attend Grade-Level Meetings & Trainings

### **Staff Meetings:**

Monthly staff meetings are on-going and peer support is encouraged. Both the Principal and the Chief School Administrator have open door policies to assist instructional staff if they need additional support.

## **Professional Development:**

Staff Professional Development provides staff with the information, guidance, and professional learning necessary to support instructional practices, health and safety protocols, and strategies to identify and support students coping with trauma or grief. Our district conducted numerous PD sessions during the period of remote instruction, and throughout the summer, and will continue during the school year. A calendar of August professional learning opportunities was developed and executed on topics such as:

- Curriculum, Instruction and Assessments
- Social and Emotional Strategies
- Culturally responsive teaching and learning
- Trauma-informed teaching
- Leveraging Curriculum Planning
- Special Education Resources
- Accelerating Learning through Tutoring
- Health and Safety Protocols
- Strategies to Use Technology to Differentiate Instruction in the Classroom
- Utilizing Technology to Check for Understanding in the Classroom

## **Google Classroom Expectations:**

All teachers will have created a Google Classroom. Students will be provided the links to the Google Classroom. This would provide students with access to the Google Classroom at all times. Teachers will be actively using the platform to support daily instruction.

Classrooms should be named using the following convention:

- Class name- teacher, school (ie. Mrs. Costa, SY 2023-2024)
- Section - subject/grade/time (ie. ELA Gr. 4- 4A Homeroom Class)

If you are a self-contained teacher, teaching all content areas:

- Class name - teacher, school, grade level (ie. Mrs. Brown, Kindergarten)

Homeroom will be dedicated to attendance and for students to participate in mindfulness and Social Emotional Learning activities from Second Step provided by the teachers.

Teachers who work with small groups (ie., Basic Skills, and Related Services) must meet with students daily for the students they provide services to. Instructional supervisors will monitor the Google Classroom.

New material will be taught via the Google platform utilizing Zoom live streaming for synchronous (real-time; live) learning, focusing on the curriculum for the course. Teachers are expected to set up zoom to engage students in synchronous learning for each subject daily for the duration of the scheduled period.

Any educational videos posted to a teacher's Google Classroom must be viewed in its entirety by the teacher prior to posting to ensure that the material is grade-appropriate and educationally sound.

**Lesson Plans:**

Lesson plans will be submitted on a weekly basis.

All teachers must have substitute lesson plans developed for instructional days that afford students the ability to learn through asynchronous lesson. These plans should be labeled by day (i.e. Sub plans - Day 1, Sub plans - Day 2, etc.) and posted in the Google Classroom.

All teachers are expected to reach out to students/parents consistently to answer any questions or concerns they have (via email, phone call, or Google Meet). Staff can use \*67 to block their number or obtain a free phone number through Google Voice if uncomfortable using a personal phone number.

If a student does something inappropriate during a zoom or through a post in Google Classroom, please complete a student incident report and forward it to the Dean of Students.

**Teacher Etiquette:**

- Prepare for technical difficulties; Always check that your technology is working prior to starting the zoom session.
- Your camera should be turned on during the entire period
- When working remotely, utilize a quiet space that has minimal distractions and be mindful of the background viewed on your screen
- Dress professionally
- Communicate effectively
- Avoid eating during the session
- Set norms at the beginning of the session (ie. ask participants to mute themselves, speak one at a time, post questions in the chat);
- Ask students to refrain from using their cellphones unless it is part of the lesson
- Active engagement should be displayed
- Provide time for students to ask questions, pause periodically to encourage participation



## **Student Attendance:**

It is critical that we maintain regular contact with students and their families in order to support their social-emotional well-being and academic needs. The goal is to maintain regular contact with students to ensure participation and engagement.

### ***Reporting Daily Attendance:***

- During synchronous remote instruction, a student will be expected to engage in synchronous lessons to receive credit for a full day of attendance via zoom.
- During asynchronous instruction, a student will be considered present if they engage with the teacher via Google Classroom and ClassDojo. All work provided must be submitted.
- Attendance will be taken by the homeroom teacher and all absences will be recorded via Zoom. New Horizons Community Charter School's administrative secretary and school clerk will check attendance by 9:30 am.

### ***Reporting Course Attendance:***

- During synchronous remote instruction, in order to be considered "in attendance," students are expected to be present for synchronous instruction via zoom.

### ***Additional Information Regarding Attendance:***

- A student experiencing technical difficulties and/or internet interruption should notify their teacher(s) of the difficulty. Students experiencing technical difficulties and/or internet interruption will be considered present upon completing all class assignments due on that day. However, they must also reach out to [onlinelearning@nhccschool.org](mailto:onlinelearning@nhccschool.org) to address all technology concerns as quickly as possible.
- The Attendance Officer will provide a Google sheet log to school principal/designated administrator to document students if no contact has been made with either the student or the family for **three** or more consecutive days. Attendance Officer will reach out to families that have a student absent, on the day they are absent.
- Teachers will be expected to submit daily attendance data via PowerSchool.

## **Student Expectations:**

- Follow the schedule for your grade. This will be posted on the school website and ClassDojo.
- When working remotely, ensure that you are logged into zoom and google classroom for each class on time for synchronous instruction, as attendance will be recorded.
- Participate in zoom established by your teachers and log off at the close of the lesson. The teacher should be the last person to log off the Zoom virtual class.

- Complete and submit assignments as per the assignment's due date.
- Respond to all teacher emails within 24 hours.
- Contact your teacher if you experience technological difficulties, internet interruption, when having trouble completing an assignment or if extra support is needed.

**Student Etiquette:**

- Prepare for technical difficulties; check that your technology is working prior to starting the session; email your teacher with any issues.
- Behave in a respectful manner during all virtual learning activities
- Dress appropriately
- Actively engage in the sessions; refrain from using your cell phone unless directed by the teacher to utilize as part of the session
- When working remotely, utilize a quiet space in your home that has minimal distractions
- Avoid eating during the session
- Communicate effectively and respectfully at all times
- Keep your microphone on mute unless told otherwise by your teacher
- During zoom your video camera must be on for the entirety of the class period.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Zoom, including posting on any social media platform.
- Any confidential or personally identifiable information related to students participating in a Zoom or Google Classroom should not be collected, discussed or shared.

**Parent/Guardian Expectations:**

Parents/guardians are encouraged to assist their child through remote learning providing encouragement and supporting their children during asynchronous learning opportunities.

To maintain a positive, productive learning environment and assure confidentiality for students and teachers during remote learning, all parents/guardians are asked to observe the following privacy guidelines:

- Zoom meetings are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environment, parents/guardians should not actively participate in these sessions, although parents/guardians may assist their child with technology. Especially with synchronous learning, any support needed should be coming from the teacher in the moment.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a zoom meeting, including not posting on any social media platform.
- Do not share zoom codes or links with friends or members outside of our school community. All students should have access to their appropriate zoom meeting.
- Any confidential or personally identifiable information related to students participating in zoom should not be collected, discussed or shared.

- Parents/guardians should not engage with students during zoom meetings.
- If a parent/guardian has a question, please email your child's teacher or reach out via ClassDojo.

We thank parents/guardians for their support and cooperation in ensuring that remote learning is a positive, productive and enjoyable experience for all participants

**Nurse's Expectations:**

- Direction will be provided by Principal
- Conduct wellness checks
- School Nurse may be assigned to be onsite to support any wellness checks
- Update nursing procedures and practices
- Continue to add student Immunization Records
- Review student files for missing immunizations and physicals, follow up with families
- Obtain treatment plans for students that require medication
- Create student Individual Health Care Plans as applicable
- Collaborate with School Counseling Department as it relates to Student Support Services
- Provide mandatory/required health training to school community
- Active role in district I&RS and Section 504 Teams
- Produce Communicable Diseases reminders and updates as needed
- Maintain daily and monthly reports

**School Guidance Team Staff Expectations:**

- Manage all aspects of your student caseload
- Maintain a departmental log consisting of daily activities and communication with students, parents and staff
- Provide relevant resources for students and staff
- Attend departmental meetings
- Identify at-risk students and contact them regularly
- Respond and follow-up on emails within a timely manner (24-48 hrs.)
- Facilitate individual counseling, small group and classroom-based guidance activities virtually
- Attend professional development opportunities that promote professional growth, use of technology and student support services
- Serve on the Pandemic Response Team
- Active role with School-based and District Crisis Intervention Teams

**Child Study Team Members and Related Service Providers Expectations:**

- Check in with the students/families on their caseload via email, phone calls, Google Meet
- Maintain a log for the students that are contacted
- Participate in Professional Development opportunities
- Develop a schedule to support students and communicate with students and parents
- Complete evaluations and IEPs as deemed necessary
- Provide related services, Speech, Occupational Therapy, Physical Therapy, Nursing, and Audiological

### **Instructional Assistants Expectations:**

- Work with the teacher who will provide guidance
- Participate in Professional Development opportunities
- Participate in Teacher's Google Classroom and zoom meetings daily

### **Secretaries/Administrative Assistants Expectations:**

- Principal will provide directions as needed
  - Submit reports as needed
  - Participate in weekly Principal's meeting
  - Provide support with outreach to students
  - Check daily attendance by 9:30 am in PowerSchool
  - Complete transfers
  - Assist with home surveys
  - Update emergency contact forms and PowerSchool
    - Respond to parent inquiries
    - Ensure student folders are updated in the office
    - Assist parents with registering via Newark Enrolls
- 

### **Student Related Services Expectations:**

The virtual or remote instruction will implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.

The Child Study Team and designated school staff will document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications.

Case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible.

The CST will continue to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities.,

- Speech, Occupational Therapy, Physical Therapy

Students will continue to receive their related services as per their IEP remotely. The therapists will schedule the sessions and notify the parents/guardians and school staff.

### **Measuring Student Growth**

During any period of Remote/virtual Learning student growth and learning in a virtual or remote instruction environment will be measure through taking iReady Diagnostic assessments and NWEA Map/Savvas Benchmark assessments.

## **Facilities Plan**

During an extended period of closure, the school building will continue to be maintained by district personnel. Plans consist of technology support, onsite administrative tasks, meals distribution, deep cleaning and disinfecting of the school, as well as emphasizing preventative measures such as filter changes, water sources being flushed, and systems tests.

### **Meal Distribution for School Breakfast and School Lunch Program**

During remote instruction, it is the duty of New Horizons Charter School to ensure that students continue to receive meals during Remote Instruction. To fulfill this endeavor, the following standard operating procedures are taken:

#### **A. Vendor**

- a. As soon as a decision to start remote instruction is made, the school's vendor is notified immediately. This is done to ensure that any necessary adjustments are made to the menu
- b. Efforts are made to ensure that all components that comprise a meal are provided.
- c. Meals are to be packaged in grab and go bags.

#### **B. Informing Parents/Guardians of Food Distribution during Remote Instructional Day(s):**

- a. Parents/Guardians are notified using phone blasts, Class Dojo, and school website.

#### **C. Food Safety:**

- a. Meals are to be safely stored following NJ Child Nutrition Guidelines. For example, meals are to be kept at the right temperature.
- b. Food Service Personnel, when handling and distributing meals, are to follow food safety procedures as spelled out in NJ Child Nutrition Guidelines.

#### **D. Meal Distribution:**

- a. Meals are distributed every day from 8:00 am to 12:00 noon at the school site located at 45-59 Hayes Street, Newark, NJ. Some accommodation is made for parents who cannot pick up meals during those hours. A school staff member will be available to distribute food in the afternoon.

#### **E. Meal Distribution Records:**

- a. Food Service workers will keep accurate food distribution records detailing how many breakfast and lunch meals were distributed each day. These records will be used to claim reimbursements from the NJ Department of Agriculture, Bureau of Child Nutrition.

## **Additional Services including ELL Supports**

To ensure continuity of programming, the district will implement the following services in the event of a remote/virtual learning:

- Supplemental learning opportunities (e.g., accelerated learning sessions, ARP/ESSER small group tutoring, etc.) will be conducted virtually either 1:1 or in small groups.
- Extra-curricular programs will operate virtually to the greatest extent practicable with club advisors meeting with students via Zoom.
- Within the virtual environment, teachers will maintain a focus on the social-emotional and mental health needs of students and continue to emphasize practices of Culturally Responsive Teaching. Counselors and clinicians will be available to meet with students virtually for direct support and additional referral services will be coordinated as part of the district's Multi-tiered System of Support.
- Title I Extended Learning Programs will operate virtually to the greatest extent practicable with students and instructors meeting with students via Zoom.
- Any student designated as ELL and receiving English as a Second Language and/or bilingual education services will continue to receive those services during remote/virtual learning. Such programming will be aligned with State and Federal requirements to meet the needs of ELLs.
- New Horizons Community Charter School communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information in the language of their preference, as identified in the students Language Survey.
- The use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies will be implemented to ensure ELLs have access to the same standard of education as non-ELL peers.

*\*This is a working document that will be revised periodically based on what is working and what needs to be enhanced.*