

Elysian

Charter School of Hoboken

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www.ecsnj.org Susan Grierson, Director

Emergency Preparedness Plan

County – Hudson

District – Elysian Charter School

District Chief School Administrator – Susan Grierson

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Upon written notification from the State of New Jersey, New Jersey Department of Health, Health Department of Hoboken or the City of Hoboken, the **Elysian Charter School** will adopt the following Emergency Preparedness Plan.

Demographic Profile

The plan pertains to all Elysian students:

- K- Grade 8
- low socio-economic
- Special Education classified students including those with 504 plans, and
- English Language Learners.

Elysian Charter School has developed google sites and google classroom access for all students. Every student has a personal email address. Students have access to virtual learning with lesson video components, links to content area resources, interactive activities, student assignments, modifications for special education students, interventions and instructional strategies for basic skills/intervention students, reading strategies and resources for wellbeing and Social Emotional learning resources from the school social worker and nurse.

The instructional schedule consists of a full day schedule with time for lunch and recess. These hours are in compliance with the state- mandated rules for home instruction and therefore count toward the 180 day statute while the physical, brick and mortar building is not in session.

Elementary K-5

- Utilize pre-existing blended learning platforms including RAZ kids, Dream Box, Prodigy, Discovery Kids, eSpark and more.
- Google classroom will be used to streamline communications.
- Lessons will primarily be delivered via Zoom.
- Send home student workbooks and other consumables.

- Create choice activity menus for various content areas.
- Have students complete writing and reading response activities.
- Send home science and social studies project based work.
- Provide time to meet via zoom, phone call or via email and be available to reply to a student or parent questions.
- Teachers will host a live morning meeting M-F.
- All specialist teachers – art, music, PE, dance and spanish will send home weekly assignment via email to parents and provide live instruction as per the daily schedule.
- Special education teachers will plan instructional activities appropriate for the students they work with. They are working in consultation with general education teachers by collaborating and planning lessons.

Middle School 6-8

- Continue to deliver instruction using the Google Classroom platform and others.
- Provide options for instruction include narrated PowerPoints, Khan Academy, lectures, flipped classrooms, videos, ZOOM and others.
- Provide on line assignments for students in art, music, health, spanish. If the class meets twice weekly, there will be two assignments.
- Teachers will use pre-existing platforms for instruction – google classroom, google docs, dream box, Khan Academy, YouTube, Zoom and others.
- Teachers will be proactive and reach out to parents if work is not submitted.
- Special education teachers are working to plan instructional activities appropriate for the students they work with. They are working in consultation with general education teachers by collaborating and planning lessons.

Equitable Access - Technology Access & Support:

To include equitable access to to instruction all students, the following action steps are implemented:

- Elysian conducted a technology access survey via email with all families to assess their present level of technology capabilities at home, including access to the internet and access to a computer/laptop.
- Students in grades 3-8 will be issued a chromebook from school at parent request, which will be thoroughly disinfected upon return.
- Hard copies of packets will be made available.
- Information regarding hot spots and free access for Wifi was made available.
- A half day of planning was provided for teachers.
- If need be, additional chrome books will continue to be distributed to students upon parent request. Parents will email their child's teacher to request a loaner chrome.

School Nutrition

- A needs survey will be conducted to determine the needs of the school community and participation in the school nutrition program.

- Free-reduced qualifying students will have lunch provided daily and be notified of the time to pick it up.
- All families have received a phone call from Elysian school staff notifying them of the details of where to pick up lunch.
- Follow up calls will be made to check up and see if families are able to access the meals available to them.

HIB & Mental Health Services

- Compensatory related services and therapies will be provided upon return to school, with the exception of educational counseling to students with IEPs which will be provided via Google Hangout or a phone call. Written work is provided and the social worker will live Zoom with students.
- Resources have been provided to all students and parents to assist with coping strategies during this time, as well as referral information to community service providers.
- The school social worker will be available to provide counseling services to students who are struggling with stress, anxiety or other mental health concerns remotely via Google Hangout, Zoom or a phone call.
- Teachers and the School Social Worker have been advised to be cognizant of COVID-19 bullying targeted toward peers.

Students with Special Needs

- Special Educators will be providing supplemental instruction through online learning platforms and working with general educators to modify assignments and provide accommodations.
- According to the guidelines set forth in N.J.A.C. 6A:16-10.1, Special Education students are to receive 10 hours of Instruction per week. HCS will exceed that in providing it's full course offerings and supports to all K-12 students with special needs throughout the closure.
- Special education teachers will provide services consistent with the student's IEP to the fullest extent possible. Students will receive individualized and/or small group instruction with special education teachers as outlined in the IEP according to service mandates. Assignments will be modified and accommodations will be implemented using a blend of assistive technology and live support via teleconference. Special education teachers will continue to monitor student progress in accordance with goals and objectives outlined in the IEP through the use of virtual meetings and evaluation of work samples. Communication with parents and students via email and surveys will be conducted regularly to assess the nature and severity of student needs during remote learning.
- IEP meetings will be held via teleconference with all relevant parties in attendance. Related services provisions in the IEP will be met through teleconference. Any outstanding compensatory services will be provided upon return to school.

- Extended School Year (ESY) - ESY services will be provided in person or remotely in accordance with the child's IEP, based on directives from NJDOE.
- Packets of work will be sent home for practice and differentiation.
- Extra work is being provided for students who need extra challenge.
- ESL eligible students received a packet of work and will be provided with additional work weekly.
- Compensatory related services and therapies will be provided upon return to school, with the exception of educational counseling to students with IEPs which will be provided via Google Hangout or a phone call.
- The Special Education Director/Case Manager will follow up with parents/guardians via email to plan to hold meetings (annual review, eligibility, reevaluation eligibility).
- Teachers will participate in IEP meetings via electronic means – Zoom or phone.
- Related service providers will be available during school hours to respond to any questions and provide individual and group help. The provider will provide compensatory services for any missed services.

Roles for Instructional & Non-Instructional Staff/Essential Personnel

- The Director is monitoring all school delivered remote instruction and is available from 8am to 5pm. She is communicating with families and staff remotely and via phone.
- Staff meetings will be held via Zoom.
- Office personnel are working remotely from 8am-4pm.
- Nurse is collecting attendance daily from teachers via email based on student accessing, logging on and completing assignments.
- The Business Administrator is working remotely and preparing for upcoming board meetings according to the Sunshine Law requirements.
- The Tech Coordinator is working remotely and is available between the hours of 8-4pm. He is responding to students and staff questions about technology use. He sent out YouTube videos for instructions to access Zoom.
- Elysian conducted a technology access survey with all faculty and staff to assess their present level of technology capabilities at home, including access to the internet and access to a computer/laptop.
- Faculty/Staff who do not have access to a computer will be issued a laptop from school, which will be thoroughly disinfected upon return.
- Administrators and Office Support Staff have reviewed their job responsibilities with the Director to ensure that they have what they need to continue all aspects of their job remotely.

Communication

The school and staff have and will continue to:

- Communicate with families weekly with updates around preventative measures and expectations around family communication around travel, possible exposure and update the community regarding a return to school.

- Communicate with faculty/staff weekly with updates around preventative measures and expectations around communication around travel, possible exposure and what a possible school closure would look like.
- The School Nurse monitors daily attendance and absences. Phone calls home to any absent student are made daily.
- The School Nurse communicated with faculty, staff, families and students on a regular basis around preventative measures faculty/staff, students and families should take.
- CDC links and other important are shared and updated.
- Families are provided with schoolwide blast daily with resources for families.

Preventative Measures

- The custodial staff and teachers are following protocol to disinfect surfaces such as door knobs, computers, phones, desks, faucet handles, etc. multiple times daily.
- Students are being reminded to wash their hands before and after eating snack and lunch daily.
- During the time the school is closed, the cleaning company will do a deep clean of the entire premises.
- Websites with pertinent preventative information have been shared with families.
- The School Nurse met with all K-8 classes and communicated with all K-8 families and faculty/staff to review CDC and DOH recommended precautionary measures.
- Children and staff should stay home when sick. Children must be fever and symptom free for 24 hours without the use of fever reducers before returning to school.

CDC Guidelines/Websites/COVID-19 hotline were shared with staff/families.

- Wash your hands often with soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer. Please note- hand sanitizers are not as effective as washing your hands with soap and water.
- Avoid touching your eyes, nose, and mouth.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with an elbow. When a tissue is used, throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.
- Visit your healthcare professional if you are feeling ill and advise them of the symptoms so they can take necessary precautions.
- Get vaccinated every year. (It is not too late to get this season's flu shot.)
- School events and field trips that involve engagement with people outside our typical school community are being reviewed on a case-by-case basis and we are not approving new trips at this point.
- Faculty/staff have been advised to stay home from work when sick.

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Elysian Charter School 2022-2023 Safe Reentry Plan

August 2022

Throughout the COVID-19 pandemic, Elysian has been committed to providing an experience that balances providing a physically and emotionally safe and also rich, mission-aligned and rigorous instructional programming. Staying current on research around COVID-19 transmission has been critical and has informed our evolving safety and instructional program. We continue to monitor data and stay current on research as we plan for another K-8 full-time onsite opening.

The New Jersey Department of Education (NJDOE) has asked each public-school district, which includes charter schools, to submit a Safe Return Plan in preparation for the 2022-2023 school year describing the school's approach to maintaining a safe, healthy learning environment and addressing the impact of disruptions to education caused by the pandemic.

Please note that these guidelines, based on current CDC guidance, are subject to change based on the current health situation and emerging guidance. As always, we value the input and feedback from our families, board and staff. Insight from our stakeholders will be valuable as we finalize our Safe Return Plan for submission to the NJDOE in advance of September.

The guidelines below apply to all individuals regardless of vaccination status.

Response to Learning Disruption

Data Driven Instruction

The disruptions to learning since March 2020 have been significant and have impacted students across all grades, schools and districts to some extent during remote and hybrid learning. We were able to maintain continuous instruction across various modes. We were able to successfully complete the core standards aligned to each grade. There were fewer hours of instruction and we fully recognize that remote instruction is no substitute for in – person learning.

The systematic collection, analysis and response to student data through daily informal or formative assessments as well as unit summative assessments are part of Elysian's ongoing approach to providing each student with rigorous instruction that is differentiated for each

learner's needs. This becomes ever more critical as we enter the coming year and work to determine individual student levels of mastery and need.

We will administer the following formal assessments next year, in addition to the classroom-based assessments aligned to the curriculum:

- Start Strong - Grades 3-12
 - Mandatory standardized statewide assessment to collect baseline data at the start of the year; aligned to NJSLA
 - Introduced by NJDOE to gather data in 2021-22 in response to COVID disruptions
 - Assessment will be administered in Sept. 2022
 - Assessed subjects will include English language arts (ELA), and Mathematics.
- Raz Kids
 - Used as a screener for help identify reading level and skill/strategy/phonemic awareness in
 - Administered annually in the fall
- Fountas and Pinnell Reading Assessment - Grades K
 - Used as a universal screening tool to assess student's reading abilities and identify areas for targeted reading instruction
 - Administered in the fall, winter and spring
- Bridges Mathematics beginning of year and unit summative assessments
 - Administered in September for targeted math instruction
 - Identify students who need additional support
- NJSLA (New Jersey Student Learning Assessments) - Grades 3-12
 - Mandatory standardized statewide assessments in ELA, Math and Science administered at the end of the year, 2022.

Digital Resources to Support Independent Practice

We will continue to implement the strategic use of Prodigy, RAZ-Kids, Epic, Khan Academy and other grade- or subject-specific digital resources both in the classroom and as independent practice for students. This allows us to respond to student data by assigning differentiated skills practice. Students get immediate feedback and teachers are able to easily track progress and mastery of skills.

Events and Extracurricular Programming

We look forward to re-introducing our usual extended day and enrichment programming during the coming school year with need-based scholarships available. While all decision-making and planning will be based on emerging health data and guidance / restrictions from the Departments of Health and Education as well as the continued rollout of

vaccines, we are hoping to offer the usual range of student and family activities. At this point, we anticipate the following:

- Before care will begin at 7:30am and aftercare will be available from dismissal through 6pm for students, five days a week. We will update our website with pricing and registration information before the start of school.
- Enrichment/clubs will be offered in person on a trimester basis. Students may opt in for a variety of after-school classes on a per-student fee basis.
- Clubs and teams will be offered as allowed, based on the host organizations' requirements. At this point, we anticipate that offerings will return to pre-COVID scheduling, but we will keep families informed as we learn more.
- Field Trips will be contingent on the availability of opportunities and safe access to in-person venues. We will update the community regarding our approach to field trips based on health data and recommendations in advance of the start of the school year. Our top priority is student health and safety, particularly among our youngest students who are not yet eligible for vaccination, but we will seek out safe opportunities to extend the learning outside of the classroom.
- Finally, we look forward to welcoming parents onsite more this coming year for experiences like back to school night, publishing parties, mystery reader and other on-site celebrations and programming.
 - These will be evaluated on a case by case basis as the school year approaches and the health data and guidance become available and may be scaled down in size to reduce the number of participants on site at a given time.
 - We will continue to keep non-essential / unscheduled visitors to a minimum, and some parent meetings will continue to be scheduled via Zoom, as a precaution, as well as for increased accessibility.

Maintaining Health and Safety

We are hopeful that COVID levels will continue decreasing to the point where we will be able to allow for in-person mixed age experiences; rugs to allow for a meeting area for our youngest students; and sharing, playing and learning that is more reflective of pre-COVID times; however, as has been our policy throughout this past year, we will follow CDC, Department of Health and NJ Department of Education guidance. Vaccine access and community numbers will also inform decision-making. Practices and protocol will continue to evolve with new guidance and community conditions.

***COVID Vaccinations:* Eligible students are strongly encouraged to become vaccinated for COVID-19 and to receive their booster when eligible. All staff members should continue to stay up to date on their vaccinations. The [CDC currently defines being up to date](#) as having had all doses of a primary vaccine and as having all recommended additional doses, when eligible.**

Face Coverings

- At this point in line with current guidance, face coverings will be optional unless there is a positive Covid case. In that case, CDC rules for close contacts, vaccinated and non

-vaccinated individuals will apply. The exception to the rule is eating lunch. Extra masks are kept on hand in the case that a staff member or visitor forgets to bring one. Please provide your child with at least two extra masks in their backpack at the start of the year.

Physical Distancing and Cohorts
Contact Tracing: If a staff member or student tests positive for COVID-19 (through a rapid antigen or PCR test), they will be required to isolate away from school for a minimum of five days. Students will be provided with schoolwork to complete during this period. Staff and students may return to school on day six (6) after testing positive, or as soon as they are able. See below for more detail. **Masking:** At this time, masking is optional. If the school or local community reaches a high level of community spread in the future, masking may become required per CDC guidelines. If a staff member or student tests positive for COVID, they will be required to wear a mask for four days after their isolation period ends. A staff member or student who has known or suspected exposure to COVID-19 should also wear a well-fitting mask or respirator around others for 10 days from their last exposure, regardless of vaccination status or history of prior infection.

Elysian intends to distance students at 3 feet apart for the 2022-2023 school year unless guidance allows for safely reducing that further and we believe would improve our programming.

Handwashing and respiratory etiquette

- The school nurse will continue to lead training with faculty and staff, students and families around best practices in these areas.
- Students and staff will be expected to wash hands for at least 20 seconds or sanitize at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing. Classrooms have built in the practice of handwashing and sanitizing throughout the day and during transition times.
- Students and staff will be instructed to cover their mouths and noses when coughing or sneezing and to use tissues and throw them away, wash hands or use a hand sanitizer every time one touches one's mouth or nose.
- Tissues and hand sanitizing stations, mostly hands-free, with alcohol-based hand sanitizer (at least 60% alcohol) are set up around entrance/egress points throughout the building.
- Hands-free soap dispensers have been placed in bathrooms.

Facilities Cleaning Practices

Elysian has developed a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects and between the use by different students and staff. Bathrooms are sanitized throughout the day.

Facilities & Cleaning Upgrades: Over the past three years, we have made large improvements in our school facilities as it relates to air quality and cleaning protocols. We

will continue to regularly clean and disinfect our classrooms and high-touch areas with Clorox 360 electrostatic cleaners. In addition, we will continue to maintain our HVAC systems' ability to quickly circulate fresh air and eliminate air-borne viruses.

Air Quality and Ventilation

- One facility has a brand new HVAC system that brings fresh air into the classrooms and windows are open. system to replace an aging system in the one facility that was uncomfortable and wasteful in winter months.
- Filters for A/C units are maintained and changed according to manufacturer recommendations.

Contact Tracing

Our administration has been trained in COVID-19 Contact Tracing via Johns Hopkins University and has received regular updated guidance via the State and local health departments. Names of students who test positive and students deemed to be close contacts are shared with the DOH.

Diagnostic and Screening Testing

- Students and employees are asked to leave or not come into school if they test positive for COVID-19 or exhibit symptoms of COVID-19, based on CDC guidance. That individual is required to quarantine at home for 5 days following a positive test (positive test date is day 0). The individual can return as long as they are symptom free and fever free 24 hours prior to their return date. The individual must continue to mask through day 10.
- We will be accepting home tests this year, in addition to PCRs and rapid-PCRs, if desired.
- Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others. The school follows Communicable Disease Service guidance for illness reporting. The symptomatic person and supervisor are provided with PPE. Special consideration is given for the protection of staff members, such as school nurses and custodians, who will be in close contact with students or will handle waste materials. Gowns, face shields, masks, gloves and K95 or N95 masks are available to them.
- If a student or employee are exposed to COVID-19, they are required to mask indoors for 10 days following the exposure. They must submit a negative home test result from the day of exposure, as well as day 5 or later. If symptoms develop within a 10 day window, the individual should test immediately.
- If an individual develops COVID-like symptoms but is negative on a home test, they may come to school (so long as they do not have any other symptoms requiring staying home such as fever or vomiting). The individual must wear a mask until they have a second negative home test taken within 24-36 hours after the first test OR until they've received an alternative diagnosis from a physician.
- If Elysian becomes aware that an individual who has spent time in one of our school facilities tests positive for COVID-19, the nurse immediately notifies local health

officials, staff, and families of a confirmed case while maintaining confidentiality. The school then follows guidance from the Department of Health regarding communication, cleaning, contact tracing and possible closure. Elysian follows NJ DOH and CDC recommendations when deciding how long those who are exposed to COVID-19 will have to stay home and the implications on sanitizing the facility and determining who else in the school community may need to quarantine.

Appropriate Accommodations for Children with Disabilities with Respect to the Health and Safety Policies

Specific strategies and considerations for students with disabilities have been critical points of discussion for every return-to-school scenario at Elysian. Elysian continues to meet the needs of students with disabilities to the greatest extent possible. Evaluations are conducted in person while IEP meetings are held via zoom to minimize the amount of visitors in the building.

VACCINATION PROTOCOLS/GUIDELINES

	<i>Students & Staff Up to Date on Vaccine (fully vaccinated + boosted in accordance with most recent CDC guidance)</i>	<i>Students & Staff <u>NOT</u> Up to Date on Vaccine (religious exemption, medical exemption, not boosted in accordance with most recent CDC guidance)</i>
Masking	<ul style="list-style-type: none"> - Masks optional - Required if a close contact of a positive case - Positive cases must mask for days 6 - 10 after returning from isolation 	<ul style="list-style-type: none"> - Masks optional - Required if a close contact of a positive case - Positive cases must mask for days 6 - 10 after returning from isolation
Testing	<ul style="list-style-type: none"> - Required for symptomatic students/staff and close contact of positive cases 	<ul style="list-style-type: none"> - Required for symptomatic students/staff and close contacts of positive cases
Isolation After Positive Test Result	<p>Isolate for 5 days, eligible to return on day 6 if fever free and any symptoms have improved</p> <p>Must wear a mask on days 6 through 10.</p>	
Close Contact - Quarantine Guidance	<p>Exposed close contact with no symptoms of Covid 19</p>	<p>Required to “Test to Stay” (test on day one, day five after exposure to a close</p>

	<i>may attend school as long as they wear a mask days 0-10</i>	<i>contact and day 10). Masking during this period.</i>
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Social Emotional Learning (SEL) and School Climate and Culture

Social emotional learning (SEL) will be critical in re-engaging students, supporting adults, rebuilding relationships, and creating a foundation for academic learning. To this end, HCS is thoughtfully planning to provide time and space for students and staff to process traumatic events, re-establish connections with each other and receive support that promotes their healing. HCS staff will facilitate opportunities for connection and reflection among students, families and staff through experiences such as the following:

- Community building activities for students, staff and families;
- Mindfulness and self-care sessions;
- Preparing access to mental health and trauma supports for adults and students which include establishing partnerships with outside entities and agencies; and
- Staff trainings on trauma-informed practices and SEL.



Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for school year (SY) 2022-2023. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2021-2022 SY as LEAs faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2022-2023 SY.

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 New Jersey Commissioner of Education.** This plan would be implemented during an LEA 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. A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey 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 other such matters as determined by the New Jersey Commissioner of Education.

LEAs must include the statutory and regulatory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2022-2023 school year. The 2022-2023 SY plans must be approved by the board of education or board of trustees (board) of each LEA and approved by the respective County Office of Education before being posted predominately on the LEA's website. **The board-approved plan and checklist are due to the respective County Office of Education no later than September 30, 2022.** In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. Questions should be directed to the [County Office of Education](#).



Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

The New Jersey Department of Education (Department) is providing the following guidance pursuant to *N.J.S.A. 18A:7F-9(c)* and *N.J.A.C. 6A:32-13.1* and *13.2*, to assist LEAs in the development of their 2022-2023 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year’s plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark “yes,” confirming that the information is in the Plan and list the corresponding Plan page number, or mark “no” if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked “no.”

By September 30, 2022, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2022-2023 SY along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA’s website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 SY

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

Contact Information

County:

Name of District, Charter School, APSSD or Renaissance School Project:

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Phone Number of Contact:

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students varied and age-appropriate needs are addressed?			
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.			
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?			
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?			

Notes on Equitable Access to Instruction



Addressing Special Education Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the provision of virtual or remote instruction to implement Individual Education Programs (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms?			
2. Does the program address methods to document IEP implementation including the tracking of services, student progress, as well as provision of accommodations and modifications?			
3. Does the program describe how case managers will follow up with families to ensure services are implemented in accordance with IEPs to the greatest extent possible?			
4. Does the program address procedures to conduct IEP meetings, evaluations and other meetings to identify, evaluate and/or reevaluate students with disabilities?			

Notes on Special Education Needs



Addressing English language learners (ELL) Plan Needs

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program include an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs?			
2. Does the program describe how the LEA communicates with families of ELLs including providing translation materials, interpretative services, and literacy level appropriate information?			
3. Does the program include the use of alternate methods of instruction (that is, differentiation, sheltered instruction, Universal Design for Learning), access to technology and strategies to ensure ELLs access the same standard of education as non-ELL peers?			
4. Does the program include training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country (e.g. refugee, asylee)?			

Notes on Supporting ELL Educational Needs



Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA’s attendance policies, including how the LEA will determine whether a student is present or absent, how a student’s attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student’s performance?			
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?			

Notes on Attendance Plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?			

Notes on Safe Delivery of Meals



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?			

Notes on the Facilities Plan Other

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities			
b. Social and emotional health of staff and students			
c. Title I Extended Learning Programs			
d. 21 st Century Community Learning Center Programs			
e. Credit recovery			
f. Other extended student learning opportunities			
g. Transportation			
h. Extra-curricular programs			
i. Childcare			
j. Community programming			

Notes on Other Considerations



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes No

Notes on APSSD Sharing Plans

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA’s transition to remote or virtual instruction.			

Notes on Essential Employees

Board Approval

Date of board approval (mm/dd/yyyy):

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes No

2. Link to website: