

New Jersey Department of Education

Chapter 27

**Emergency Virtual or Remote Instruction
Programs**

2023-2024 School Year



Pace Charter School of Hamilton

Pace Charter School of Hamilton

Lower School (K-2) 528
South Olden Ave. Hamilton,
NJ 08629

Intermediate School (3-6) 526
South Olden Ave. Hamilton, NJ
08629

Middle School (7-8) 52
Lafayette Ave. Hamilton,
NJ 08610

LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction for the 2022-2023 School Year P.L. 2020. C.27 – updated 7/2023

Introduction and Background

As a result of the Governor’s executive order P.L. 2020,c.27, continuity of instruction in the event of a public-health related emergency district closure, implementing remote or virtual instruction may become necessary to satisfy the 180 day requirement. Our goal in the event this should happen, is to ensure that our high-quality educational standards-based instruction does not become interrupted for our students in Kindergarten through Eighth Grade. This plan will be implemented during a closure lasting more than three consecutive days due to a declared state of emergency, public health emergency, or a directive by the appropriate health agency.

Pace Charter School of Hamilton has created this plan to ensure that students will continue to receive instruction through the use of their school-issued devices. Any time in which students are impacted by a state of emergency or public health related emergency closure, they will have access to home instruction - consistent with the guidance in this plan - and will count as a day in which Pace Charter School and the Board of Trustees has provided instruction towards its compliance with the 180 day requirement in accordance with N.J.S.A 18A:7F-9.

Questions about this plan should be directed to Deborah Pontoriero, Superintendent of Pace Charter School of Hamilton at 609-931-0103 or email dpontoriero@pace.charter.k12.nj.us At each school building, the Principal or Principal’s designee will be responsible for ensuring that information is passed between the teachers, parents, and students, as well as being responsible for reporting updates to the staff in regards to schedule and instructional changes.

Chapter 27 Emergency Virtual or Remote instruction for the 2023-2024 School Year

Equitable Access and Opportunity to Instruction

Equitable Access - Pace has provided each student a device for virtual and remote learning to maximize student growth and learning to the greatest extent possible. All students at Pace have access to the internet. If at any time a student has difficulty connecting, they will work with the school’s technology coordinator to secure a hotspot that will be provided by the school to ensure that learning time is not lost.

The varying developmental and academic needs of individual students will be addressed in small groups and through synchronous and asynchronous learning platforms. Student growth and proficiency will continue to be measured through our benchmark assessments, including the iReady and NWEA MAP platforms. Instruction will be no less than 4 hours per day.

Teacher Responsibility - Teachers are responsible for creating a virtual classroom environment for their students that will foster learning and ensure understanding of the material presented outside the school building. Teachers will not change their curriculum, but will instead modify the manner in which instruction will be presented by adopting a “flipped classroom” methodology to ensure that students have the best possible education in the event that instruction cannot take place in-person.

All teachers will create accessible online lessons, utilizing technology and/or other necessary means to present the curricular topics to their students. Teachers will ensure that students are responsible for logging in via their Google Classroom or Seesaw platforms, completing all work and submitting necessary assignments and activities electronically daily.

Instruction for all Students - We are committed to ensuring that all Pace Charter School of Hamilton students have access to equitable educational opportunities. Equity is the focus of our work as we serve all students. Services for special populations, such as students with disabilities, English learners, economically disadvantaged, and gifted learners, will be considered based on specific student needs. Appropriate instruction that complies with state and federal requirements will be provided to ensure that all students can succeed.

Plan for school schedules - Should we go remote/virtual for the 2023-2024 school year, Pace Charter School of Hamilton plans to offer instruction five days a week. Attendance will be taken daily and is aligned to our school's policy. Students are expected to participate in online instruction and submit assignments. This has been clearly communicated to families.

Technology - Pace Charter School of Hamilton students have all been issued age-appropriate devices to be used. Whether learning takes place primarily in an online environment or face-to-face, digital resources and platforms including Seesaw and Google Classroom will ensure students have access to high-quality learning tools.

Identification of Instructional Gaps and Student Needs - Pace Charter School of Hamilton will use a variety of formative and summative assessments including NWEA/iReady benchmarks, running records, DRAs, end of unit evaluations, and teacher-created assessments to measure learning gaps and needs. Informal assessments may include morning meetings, advisory periods, strategy discussions, and counseling sessions. Using data and information gained from the various assessments and evaluations, teachers will revise curricula/pacing to address missing content as a result of extended school closures. Special consideration will be given to prioritize missing content from the previous year, identifying content connections between grade levels, and student progression toward learning goals. Vertical planning within schools will allow teams to identify and ensure missing content is presented to students in a variety of formats.

Professional development will be provided to all staff in order to address instructional needs. Remediation will be provided using small group instruction, one-on-one instruction, and online interventions. Social-emotional learning is critical to re-engage students, rebuild relationships and school communities, and create equitable learning environments for all students. Training will be provided for all instructional staff in the area of mental health and well-being. School counselors will have dedicated time to provide social-emotional learning support to staff, students, and families.

Pace Charter School of Hamilton has taken, and will continue to take, actions to ensure continuity of services, including but not limited to, addressing the academic needs of students, the social, emotional, mental health of students and staff, as well as any other needs that arise should we have to go virtual this school year. The social and emotional health of our students and staff are paramount. We will continue to deliver SEL activities daily, embedded in our instructional

programs. Students, staff, and their families in need of additional mental health support will be able to reach out to our social worker and/or guidance counselor. SEL age-appropriate groups will continue to meet remotely. The Guidance Counselors and the School Nurse will continually monitor the mental health of our school community and offer expanded access. When needed, Pace will assess available resources (personnel, existing partners) to determine if there is a need for external support.

Teachers will use the current curriculum maps for consistent guidelines while revising the delivery format in order to accommodate the current educational structure.

Addressing Special Education Needs

To ensure that all of our students receive fair and equitable access to learning, the Special Education teachers will design instruction and create assignments for our students who receive special education services that are aligned with their Individualize Education Plan goals and objectives. Students will receive additional one-on-one instructional/support time daily with teachers, over a virtual platform such as Zoom and/or Google Meet. Teachers will be responsible for meeting virtually one-on-one or in small group daily with each student that receives academic support through an IEP, 504 Plan, or ELL services.

Student progress will be monitored and feedback provided online by special education teachers, with the opportunity to communicate directly during scheduled times. Special Education and Basic Skills teachers will schedule daily times for instruction on a virtual platform such as Zoom or Google Meet.

All special education remote instruction will be implemented in accordance with each student's IEP. Speech and Language Services in small group or individual sessions in accordance with each student's Individualized Education Plan. Related service schedules, student attendance, and progress reporting will be completed by each service provider and teacher. Accommodations and modifications will be provided remotely and will include additional sessions for students requiring additional support. Teachers will communicate with families weekly and keep a log documenting to track student progress, document services provided and accommodations/modifications utilized to address specific learning needs.

Should the need for an annual review meeting, re-evaluation, or a request for evaluation or a request for a Child Study Team occur during an Emergency Virtual Situation, all meetings will be held virtually and within the required time lines according to New Jersey code.

Addressing English language learners (ELL) Plan Needs

Currently, there are no students enrolled that require ESL services. But, should this service be required in the future, Pace Charter School of Hamilton will provide, direct instruction with an ELL teacher, in addition to their regular classroom guided groups with their teachers.

ELL teacher will provide updates to parents through translated text messages and emails. Parents receive updates via translated text and/or an email daily to ensure continued communication and wellness.

Students will receive ELL/ELA and Math instruction on their evaluated level. Materials will be selected and translated to accommodate each student's individual learning needs. Assignment directions are provided in English as well as translated. Students will have access to independent learning resources.

Pace will contract with an appropriate source to provide professional development opportunities for all staff to address 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 when needed.

Attendance Plan

Attendance is taken in virtual classes at assigned times making a personal connection with the teacher each day, and submission of assignments. All students are accounted for each day. For a student to receive credit for attending school each day, he/she must be present for a minimum of four (4) hours each day. The approved attendance policy regulations will continue to be followed.

If a student is not present when class begins, the school nurse will reach out to the family via a phone call. Should a student not be participating in virtual classes and/or not submitting his/her assignments, the teacher will contact the family.

Safe Delivery of Meals Plan

Pace Charter School of Hamilton will continue to follow the guidelines from the United States Department of Agriculture (USDA) for the Child Nutrition Lunch Program.

Pace Charter School of Hamilton and Karson Food (food vendor), have secured a single designated spot (i.e., outside of school's main entrance) for the meals to be dropped off at and picked up by the student or a family member.

Breakfast and Lunch are a separately packed grab and go meal, served as one component with milk.

Interested families can pick up breakfast and lunch from 10:00 AM - 12:00 PM each Wednesday. Grab and Go meals will allow families to pick up for the week to eliminate the need to come to the school daily. Students attending school will be given grab and go breakfast and lunch daily to eat at home.

Facilities Plan

The buildings are managed by our Facilities Director, who will be on-site daily and will maintain the buildings throughout the extended period of closure as necessary.

Essential Employees

In the event that the school should have to enact the Virtual or Remote Instruction Plan, all employees will be notified and Pace Charter School of Hamilton will provide the list of essential employees to the county office at that time.

Periodic Review and Revision of Plan - The COVID Response Team, which includes staff, parents and board members were instrumental in the development of this plan. The plan is posted on the school's website and public comment was invited. Periodically we will review and revise the plan if needed. Plan revisions will address updated CDC guidance and Governors' Executive Orders on safely reopening schools.

Opportunities for conversations with stakeholders regarding plans and monitoring implementation are essential. Pace Charter School of Hamilton utilizes information from surveys to develop and refine plans within each scenario. Frequent and consistent communication from the schools will be utilized to maintain transparency. Communication methods will include email, robo-calls, mailings, and text messaging.

Pace Charter School of Hamilton has taken the following steps to make this plan available to the public:

- The plan is posted at <http://pacecharter.com>
- The plan is available in English, Spanish, and Polish languages
- The plan may be orally translated for parents in Spanish and individuals can contact Mrs. Ordóñez, Administrative Assistant (kordonez@pace.charter.k12.nj.us) to request translation.
- Upon request, a parent who is an individual with a disability as defined by the ADA may be provided with the plan in an alternative format accessible by contacting Mrs. Bond, Director of Special Education. (jbond@pace.charter.k12.nj.us)

Board Meetings - Board of Trustee meetings will be on-going remotely through any emergency closure. All Public Board meeting dates and ZOOM access information for those meetings will be posted on the school's website.

Board Approval

Updated and approved: July 18, 2023