

**CHANCELLOR ACADEMY**  
**Pompton Plains, NJ**  
**Virtual or Remote Instruction Plan 2022-2023**

Chancellor Academy, Pompton Plains, is providing full day in-person instruction and related services in the school building from 8:00 AM through 2:00 PM Monday through Friday for 2022-2023, starting on September 6, 2022. We are committed to maintaining continuity of educational services for all students according to the IEP, in the event a transition to virtual or remote instruction is necessary during the school year.

**Equitable Access and Opportunity to Instruction**

Chancellor Academy issues all students an individual Chromebook to utilize in school and at home for instructional purposes during the 2022-2023 school year, in compliance with our technology use policy. Students unable to attend school in-person for COVID-related reasons, such as testing positive for COVID-19 and quarantining, have the opportunity to temporarily transition to virtual instruction, related services and behavior management per their IEP until they are cleared to return to school. If a student must remain home for more than two school days due to COVID-19 or another documented reason, Chancellor Academy will offer to deliver synchronous virtual instruction using Zoom, Google Meet or a similar platform, to supplement asynchronous learning with Google Classroom assignments. Staff members also communicate with students via email, Chat, telephone and mailing home supplemental materials. Students absent from school for any reason will have the opportunity to access classwork posted on Google Classroom.

To address a potential digital divide, Chancellor Academy will continue to inquire with parents/guardians periodically throughout the year in English and Spanish to ascertain and resolve issues related to Internet connectivity. Tech support staff communicate with parents/guardians to help assure students are able to access the Internet on their Chromebook from home, as well as offering assistance with using technology effectively.

**Continuity of Instruction during a School Closure**

In the event a classroom, a specific division, i.e., middle school, high school or Chancellor Academy Transition (C.A.T. Program), or the entire school must transition from in-person instruction and related services to virtual or remote learning, a combination of synchronous and asynchronous instruction will be delivered. Closing for in-person learning may be necessary due to natural disaster or another documented emergency reason, or for cases of COVID-19 or another contagious illness as recommended by the local health department. After three consecutive days of school closure, Chancellor Academy students will be invited to virtual classes and related

service sessions on Zoom or Google Meet, beginning at 8:00 a.m. Students will follow their regular schedule of classes and receive five hours of virtual education per day, with a fifteen minute lunch break scheduled before the final class. Students ages 18-21 in the Chancellor Academy Transition Program (C.A.T.) will switch from SLE's in the community and community-based learning experiences to home-based learning and work tasks. Virtual sessions will focus on job readiness and independent living skills. All students will be provided assistance to complete classwork, projects and quizzes through Google Classroom and email during the period of school closure to progress toward meeting standards-based IEP goals. On-line assignments and lessons are modified to meet the individual needs and levels of the students. Teachers will utilize individual or smaller group sessions and break-out rooms for students who need additional academic support during virtual instruction.

Staff members participate in professional development during the school year related to the use of instructional technology to maximize student engagement as well as other relevant professional development topics.

### **Social and Emotional Health**

The social-emotional health and well-being of the students is a significant priority and especially important during a period of school closure. Counselors will maintain regular contact with students on their caseload and schedule individual counseling sessions. With parent consent, group counseling is also conducted per the IEP.

The behavior management program and behavior modification point system with rewards and incentives continue to be utilized if virtual or remote learning takes place. Professional development opportunities will be provided to staff related to social emotional learning and mental health.

### **Documentation of Attendance**

During the period of school closure and the transition to virtual or remote learning, students will be marked present by joining and participating in the class or related service session on Zoom or Meet, starting at 8:00 AM. Teachers and related service providers document student participation in several ways including the digital behavior management system point card, the ALMA SIS (including gradebook), Related Service Log and the Student Contact Log.

Parents/guardians of students who do not log onto their initial and subsequent classes are contacted by school staff. Students are expected to attend all virtual class sessions and related services per their schedule unless the school is notified by the parent or guardian of their absence. In this case students are expected to make up missed assignments. Tech support staff will inquire if the absence is technology related and troubleshoot any issues. Chancellor Academy will inform the Child Study Team case manager from the sending district of issues related to attendance.

### **Meetings during School Closure**

If Chancellor Academy needs to transition to emergency virtual or remote instruction, meetings including IEP and other CST meetings will be held virtually on Zoom or another platform instead of in person. Parent meetings and conferences will be held virtually or by telephone during the school closure.

### **ELL and Bilingual Communication**

Chancellor Academy does not currently have students who participate in English as a Second Language or bilingual education classes. Several staff members are bilingual and regularly communicate with parents and guardians in Spanish. If an individual student, a division of the school or the entire program needs to transition to virtual or remote learning, bilingual staff members will contact and maintain on-going communication with the families of Spanish-speaking students.

### **Provision of School Meals**

Chancellor Academy serves breakfast and lunch meals in the building, providing nutritious free and reduced meals to eligible students daily. If a transition to virtual learning seems likely for the following day, students will be sent home with their grab and go breakfast meal and additional healthy food items (such as fruit, carrot sticks). Chancellor Academy will communicate with the school districts of students who participate in the Federal Free and Reduced Lunch Program to direct eligible students to sites distributing meals within their community/home district and will direct parents/guardians/students to contact their local district. This will help assure students at risk for food insecurity will have their nutritional needs met during the school closure.

### **Maintenance of School Building during Closure**

During a period of closure, the facility, including the buildings and grounds, will be maintained by the custodians/maintenance staff. Other essential workers including the technology team, administrative and office staff and the school nurse will maintain continuity of school operations in the most safe and efficient manner until reopening.