



## Public Health-Related School Closure Plan

**\*Approved by the RBCS Board of Trustees - July 24, 2024**

**\*Updated and Submitted to NJDOE-MonmouthCounty Office - July, 2024**

## **Mission**

The Red Bank Charter School believes that celebrating individuality, appreciating cultural diversity, mastering conflict resolution, and insisting on accountability by all is a foundation for good citizenship.

The Red Bank Charter School is grounded in three bedrock beliefs:

1. All Children can Learn
2. All Children Must Care for Themselves and Others
3. All Children Should Contribute to Their Larger World

## **Demographics**

Total Student Population:	195
Economically Disadvantaged:	52%
Students with Disabilities:	11%
English Learners:	10%
State Funded Preschool Total:	10%
Homeless:	1%
Migrant LSE:	0%

## **Essential Employees**

Head of School  
Custodians  
Business Manager  
Confidential Secretary

## **Virtual Learning**

Virtual learning is a learning experience that is enhanced through utilizing computers and/or the internet both outside and inside the facilities of the educational organization. The instruction most commonly takes place in an online environment and can be used for the continuity of learning in the event of a prolonged school closure or student absence.

## Considerations

### Communications with Families:

- *Emails and phone calls are in the native language for parents*
- Parents are asked to come on the individual Zoom or Google Meet to explain concepts or missing assignments
- Assignments emailed daily in English and Spanish for PK-2
- Assignments posted in Google Classroom for students in 3-8

### Designing Instruction for Different Groups:

#### PK-2:

PK to 2nd Grade teachers communicate daily with parents via email. Email communication provides developmentally appropriate resources and activities for parents to do with their children. Additionally, teachers have sent packets of materials, activities, and information for parents to assist their children to maintain the continuity of education at home.

Differentiation/Platforms and Programs being used with General Education, ELL and Special Education:

- Providing options in assignments
- Can write and turn in work with packet or type and submit per student and family preference
- Reading A to Z for books on student's independent reading level
- IXL, Big Ideas online, BrainPop Jr., Scholastic, ReadWorks
- One-on-one Zoom or Google Meet meetings when requested by parents
- IEP and 504 modifications are being implemented virtually

#### Grades 3-5

Teachers in grades 3 to 8 will communicate instruction, assignments and assessments with students via email, Google Classroom, and Google Hangout and/or Google Meet. Additional on-line tools that may also be utilized include IXL, LinkIt, BrainPop, podcasts, and other applicable tools. Modifications of all instruction, assignments and assessments will continue as per IEP's, 504's and ELL services.

Differentiation/Platforms and Programs being used with General Education, ELL and Special Education:

- Providing options in assignments
- Can write and turn in work with packet or type and submit per student and family preference

- EPIC and VOOKs on student's independent reading level
- Google Forms, slideshow, classroom, sheets
- Options in assignments
- IXL, Big Ideas online, Nearpod, Epic, RocketLit, BrainPop, Khan Academy, Vooks, Scholastic, ReadWorks
- One-on-one google hangouts
- Added extra sessions
- Leveled articles in Newsela
- Guided notes are differentiated
- IEP and 504 modifications are being used

### **Grades 6-8**

Teachers in grades 3 to 8 will communicate instruction, assignments and assessments with students via email, Google Classroom, and Google Hangout and/or Google Meet. Additional on-line tools that may also be utilized include IXL, LinkIt, BrainPop, podcasts, and other applicable tools. Modifications of all instruction, assignments and assessments will continue as per IEP's, 504's and ELL services.

Differentiation/Platforms and Programs being used with General Education, ELL and Special Education:

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### **Other Student Supports**

The guidance counselor and school social worker will ensure that time sensitive support for students is available. Students and/or families will contact the appropriate school personnel through email. If needed, a designated counseling session may be set-up using Google Hangout

or Google Meet. Students that receive other related services including speech, occupational, and physical therapy will receive compensatory services when school reopens.

### **Field Trips and School Sponsored Events/Activities**

Field trips and all school sponsored events are canceled.

### **Supporting System Training**

RBCS faculty spend professional development time annually planning for a schoolwide shutdown. Faculty review Google Applications including Google Hangout as well as tools for virtual communication and instruction. Students are also trained annually on how to connect their school issued devices to their home internet service. Additionally, students in grades 3 to 8, engage in Google Hangout and/or Google Meet with their classroom teachers to ensure accessibility. All students practice virtual learning platforms, with the use of their school issued Chromebooks, from home. Any issues that arise are addressed with the classroom teachers. The faculty also engage in a Google Hangout, from various remote locations annually.

### **Ensuring Accessibility**

Families receive a copy of the district plan in the event of a shut down and it is also posted on the district website. All parents complete a survey to determine accessibility of internet access and computers at home. Families will be assisted with gaining Internet services and Chromebooks if needed. Students in grades 3 to 8 bring their school issued Chrombooks back and forth to school daily. Students are expected to follow the Acceptable Use Policy and charge their devices nightly. Students should refer to the Virtual Learning Schedule below for days and times in which teachers will be available to answer questions regarding instruction, assignments and assessments students have been asked to complete. All students in grades PK-2 are provided a Chromebook each September to keep at home and return in June. All students also receive an email in order to communicate with the school. RBCS ensures all students have wifi access available at their home.

### **Nutrition**

Lunch Break in Red Bank will be the pick-up location for Grab and Go breakfast & lunches. Meals will meet federal compliance guidelines and will be delivered to Lunch Break by our school vendor, Karson Foods. Families can pick up one meal for breakfast and lunch on Mondays. Two days worth of breakfast and lunch can be picked up from Lunch Break on Tuesdays and Thursdays. Pick up time each day specified will be from 10 am to 11 am.

### **Attendance**

All students, PK-2, are presumed present unless the district is informed by the parent of the student's absence. Students in grades 3-8 are required to attend virtual online classes. Students

that do not attend are marked absent by teachers. All students are held to the same attendance policies and procedures set in place by the Board of Trustees. Students who are not attending virtual classes or submitting assignments are contacted by teachers. When students do not respond to the teacher, the faculty emails and calls the parents to check in on the students. Virtual conferences are held with the student and parent. If necessary, the school counselor makes additional contact with both students and parents. If these measures are not successful, the police department is contacted to visit the home. The final measure is to contact DCP & P to alert them if a child has not been heard from and the district has a concern for the child's safety.

### **Students with Disabilities**

\*For students grades Pre-K to 2<sup>nd</sup> grade – students are provided physical paper worksheets and ongoing virtual lesson plans. Lesson plans (in English and Spanish) provide details about subject matter lessons with supplemental links to lessons/activities on youtube and academic sites. There is also ongoing communication with parents via email and phone and google meet sites.

\*For students grades 3 to 8 – students are provided a Chromebook to complete academic lessons through virtual learning plans. There is a schedule of classes/subjects where teachers and class adjuncts meet with students on google hangout. Teacher and class adjuncts provide opportunities for support in 1:1, small groups, scaffolding, extra time and clarification and other accommodations as noted in student IEPs.

\*Pull-Out Resource - – students have been provided a Chromebook to complete academic lessons through virtual learning plans. There is a schedule of classes/subjects when a special education teacher is providing pull out resource instruction with students on google hangout. Teachers provide opportunities for support in 1:1, curriculum modification, paper worksheets, scaffolding, extra time and clarification and other accommodations as noted in student IEPs.

### \*IEP implementation

Parents are provided ongoing communication, through the school website and letters, about school closing updates, virtual learning, and virtual therapy. Teachers and related services providers are documenting progress, concerns and barriers related to learning and therapy. Staff providing communication, support and follow up to families in Spanish are also documenting these efforts. The case manager documents IEPs, communication, concerns and ongoing service provisions as well.

### \*Case Managers

Parents are sent a letter in English and Spanish to reinforce that learning and therapy will be provided virtually. Parents may contact the case manager with questions and seek clarification about services and accommodations. Ongoing phone calls and emails to general education teachers, special education teachers and related service providers ensure that services are implemented to the greatest extent possible. Parents, teachers, related service providers and case managers all communicate to ensure ongoing discussions about progress and concerns.

### \*Virtual IEP meetings, Evaluation, and Other Meetings

Virtual IEP meetings are held, based on due dates. Meetings are held via Zoom or Google Meet and phone. Progress, services and IEP documents are shared through email. All reevaluation testing and eligibility meetings are held based within expected timelines.

### \*Extended School Year (ESY)

Extended School Year services are planned annually, Mondays through Thursdays, from 8:30-12:30. Students are identified for academic services and all therapies to prevent the regression and a lower level of functioning. ESY will be delivered virtually if necessary.

### \*Assessment of learning loss

During the closure of school, and during virtual learning and therapy, teachers and related service providers are to document student progress, engagement, and barriers to participation. When school reopens, further discussion will be planned to determine learning and related service progress loss based on history of growth, history of progress, report cards and input from key staff. Compensatory services will be provided if determined necessary.

### **English Language Learners**

- ELLs at Red Bank Charter are given specific class times to meet with their instructor to practice specific language skills, as well as review assignments in content area classes. In addition, the ELL instructor and content instructors are available throughout the school day to answer any additional questions.
- ELL families are contacted weekly through translated email messages regarding upcoming assignments, school-wide announcements, and health-related information regarding safety. Families also receive phone calls to troubleshoot technology issues and remind students of missed assignments.
- ELLs have received a variety of teaching strategies with the help of Google Meet and Google Hangout, whereby teachers give sentence starters, alternative definitions,

deconstructed questions, and modified assessments. Also, students have the opportunity to work with Google Docs and Google Slides in order to better understand complex reading comprehension and organize writing into graphic organizers.

### **Facilities**

Upon closing of the building for any emergency, the building will undergo a thorough, deep cleaning by the custodial staff. If the closure is extended, regular cleaning will occur with extra attention given to rooms that are occupied by essential employees. Movement throughout the building is limited to prevent potential spread. The building will continue to be cleaned periodically with continued extra attention given to areas where employees may be present. Our custodial staff will monitor the facility and report any needs for repairs. The building will undergo another deep clean prior to students reentering the premises.

### **Graduation Celebration**

RBCS will celebrate their 8th grade with a pre-recorded graduation video which will be viewable at the original date and time scheduled. All parents will have an opportunity to download the video as a keepsake.



**Red Bank Charter School  
Virtual Learning Schedule**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00-10:00</b>	<b>Math/Science Grade 3</b>	<b>SS &amp; Finance Grades 5-6</b>	<b>Math/Science Grade 4</b>	<b>SS &amp; Finance Grades 7-8</b>	<b>Science Grades 7-8</b>
<b>10:00-11:00</b>	<b>ELA Grades 5-6</b>	<b>ELA/SS Grade 3</b>	<b>ELA Grades 7-8</b>	<b>ELA/SS Grade 4</b>	<b>Math Grades 5-6</b>
<b>11:00-12:00</b>	<b>ELA/Math Grades 3-4-5</b>	<b>Math - Grade 7  Math-Grade 7 Pre-Alg/Alg</b>	<b>Science Grades 5-6</b>		<b>Math - Grade 7  Math-Grade 7 Pre-Alg/Alg</b>
<b>12:00-1:00</b>	<b>ELL Grades 3-4</b>	<b>Math Grades 5-6</b>	<b>ELA/Math/SS Grades 6-7-8</b>	<b>ELL Grades 5-6</b>	
<b>1:00-2:00</b>	<b>Math/Science Grade 4</b>	<b>SS &amp; Finance Grades 7-8</b>	<b>Math/Science Grade 3</b>	<b>SS &amp; Finance Grades 5-6</b>	<b>ELA/Math/SS Grades 6-7-8</b>
<b>2:00-3:00</b>	<b>ELA Grades 7-8</b>	<b>ELA/SS Grade 4</b>	<b>ELA Grades 5-6</b>	<b>ELA/SS Grade 3</b>	<b>Science Grades 5-6</b>
<b>3:00-4:00</b>	<b>ELL Grades 5-6</b>	<b>Math - Grade 8  Math-Algebra</b>	<b>Science Grades 7-8</b>	<b>ELL Grades 3-4</b>	<b>ELA/Math Grades 3-4-5</b>
<b>Pre-PK-Grade 2</b>	<p style="text-align: center;">“Just in-case packets/bags” have been sent home with students. Teachers for each class will be available for communication with parents via email. All classes PK-2 will maintain a weekly, one day, “live” session for students and parents.</p>				
<b>School Social Worker and School Counselor</b>	<p style="text-align: center;">These individuals will be available to students and families via email.</p>				