



## **Emergency Remote Instruction Plan**

Should an event (for example, a confirmed case of COVID-19 among staff or students or a surge in confirmed cases in the community) compel Capital Preparatory New York Schools to consider a change in its current operating format (full-open or hybrid), the Superintendent will first notify the NYSED for consultation.

If the parties agree that a change in current operating status is necessary, the following communications protocol will take place:

1. The Superintendent will communicate with the Board Chairman and notify him of the change in operating status. The Board Chairman will communicate the status change to the rest of the board members.
2. The Superintendent will communicate the change in status to the CMO's Head of Schools who will communicate the status change to the rest of the members of the CMO.
3. The Superintendent will communicate the change in status to the Executive Director of Communications who will create communications for the school Principals to send to staff and families via Parent Square and Website.
4. Principals will forward the message to staff and families and will immediately contact their Deans and Instructional Coaches to meet and discuss the change status protocol specific to the model being moved to. These protocols include:
  1. mobilizing advisors to contact families and alert to the change as well as the schedule being moved to (on website)
  2. making sure that Illuminators are all prepared for the change to begin the following day
  3. having emergency meeting to check in and remind staff about attendance and notification practices
  4. update website, parent square and social media

Note: All efforts to make sure that students and families have access to computers and wi-fi service will be made throughout the start of school so that, in the event of a change in operating status, students will be able to make the change without missing any days of instruction. Additionally, Capital Preparatory Charter Schools New York will instruct families on the models and schedules that could be implemented due to changes in the current health status of the state/community.

These efforts include but are not limited to:

1. Computers distributed to each student with chargers



2. School administrators learn which families do not have access to wifi and partner with them in creating solutions. This will be done by survey and again through advisors (during required initial bi-weekly call to families)
3. Master schedules created that contains assigned zoom link for each Illuminator and posted on website, master schedule will identify the time frames that grade level students participate in class
4. Continuous communication with parents and families prior to the start of school and early in the year in the form of webinars, podcasts, zoom meetings, and open houses
5. PD provided to staff to prepare for Zoom instruction
6. Pre-planning with the Directors of Curriculum to provide appropriate distance learning lesson plans and instructional materials.