



**The Community School Inc.**  
***District Emergency Virtual or Remote  
Instruction Plan***

**04-8311 Community High School**

**2025 – 2026 School Year**

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### **Statutory and Regulatory Requirements**

The purpose of The Community School Emergency Virtual or Remote Instruction Plan is to outline the measures taken to ensure students will continue to receive instruction in the event of a public health-related district closure as detailed in A-3904 (P.L.2020,c.27, or “Chapter 27”), signed by Governor Murphy, April 2020. The plan will permit utilizing virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. The plan outlines protocols developed to ensure student safety, establish ongoing and open lines of communication with students and their guardians, and ensure continuity of instruction and equitable access to 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 official 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.

This Emergency Virtual or Remote Instruction Plan is an addendum to The Community School’s Emergency Management Plan.

### **Lessons Learned – Reflecting on the Past**

Our school community has learned much since March 2020. We are proud to say that as educators, The Community School Inc. demonstrated their professionalism and commitment to teaching our unique population of learners while having to adapt and “rethink” teaching through a virtual platform. We did an amazing job of limiting to the greatest extent possible, the time spent virtually teaching and got back to in person learning as soon as was practicable. However, when we did have to use a virtual platform, we were able to provide a robust virtual learning experience that met the needs of all students when closure was necessary.

As we move forward, we recognize that there may come a time due to events or emergencies that the school’s physical plant must close and classes pivot to remote learning. In the event this happens, the school will use the following plan as a guide for maintaining continuity in student instruction and learning.

## **Procedures for Pivoting to Remote or Virtual Instruction**

- The Director will summon the Crisis Management Team to coordinate a move to virtual or remote instruction if directed to do so by DOE or DOH officials. ● The Director/designee will contact families via the school messenger system and/or email to announce the move to virtual or remote instruction.
- The Director/designee will notify the County Office of the move to virtual or remote instruction.
- The Community School busing coordinator will notify all busing companies of the move to virtual or remote instruction and to pause all student transportation.

The school will follow its regular class schedule for each period. 8:00am to 2:50pm providing for 6.5 hours of instruction each day. This satisfies the 4-hour minimum requirement for instruction. (See the period 1 through 9 bell schedule under “Remote Learning Schedule” below.

## **Continuity of Operations Responsibilities**

### **Director of Program or Designee**

- Maintains authority over all emergency virtual or remote instruction and crisis management plans.
- Communicates with the school community.
  - Utilize the school messenger system, email, SMS, District website, and social media to keep the school community informed.
  - Update The Community School website in coordination with the technology staff with information related to the emergency virtual or remote instruction plan.
- Maintain protocol for personnel policies appropriate for both possible long and short-term duration of student and staff absences.
- Support faculty/staff physical and mental well-being. Provide support services if needed.

### **Principal/ LDTC/ Assistant Director**

- Coordinate plan for continuity of academics and student learning.
- Ensure that instructional materials for each New Jersey Student Learning Standard are available and designed to support remote learning for up to two weeks or longer, if necessary
- Support teaching staff members who will be developing and delivering remote learning instruction and assessments.
- Ensure that hard copies of material are available for students who have limited internet access.

### School Nurse

- Coordinate with the Director to assure necessary medical supplies and assistance are available.
- Communicate as necessary with the Director, the school physician, and the County and State health officials.
- Monitor both student and staff absences.
- In the case of medically fragile students, the school nurse will work with families and care agencies to facilitate continuity of services
- Assist in altering the preparedness plan as necessary.

### Food Service Manager

- Maintains the food service environment including serving stations, food storage areas, and food preparation areas.
- Cleaning and sanitizing of kitchen and all cafeteria tables
- Provides a contingency for the possible provision of food for free and reduced lunch students if needed. Work with sending districts to provide free and reduced meals. (See below- Child Nutrition Program)

### Custodians / Cleaning Staff

- Takes appropriate measures to minimize, to the greatest extent possible, the risk of health-related transmission in the school facilities with vigorous cleaning policies and practices which include, but are not limited to, on a daily basis:
  - Using the recommended cleaning products and solutions
  - Filling of soap and hand sanitizers
  - Ensuring all paper towel holders are filled and hand dryers are functioning at all times.
  - Sweeping and wet mopping of all floors
  - Vacuuming of rugs
  - Cleaning and sanitizing of hard surfaces including fountains, door knobs, work areas, counter tops, railings, stairwells, and writing tools
  - Cleaning and sanitizing of bathrooms — toilets, sinks, walls, floors
  - Cleaning and sanitizing of cafeterias — tables, chairs, food lines
  - Cleaning of vents
- **During an extended school closure**, cleaning and maintenance staff will continue to maintain the building as per a modified cleaning schedule due to reduced use and access.

### **Continuity in Curriculum and Instruction**

In the event The Community School receives a recommendation or directive by either NJDOH or the health office of the jurisdiction in which it resides or ordered by the County Superintendent or the Commissioner of Education to pivot to Emergency Remote or Virtual Instruction, The Community School will provide students with meaningful and relevant instruction aligned with students' IEPs and individual functioning levels through multiple methods. These methods include, but are not limited to:

- Online instruction via Google Meet, Google Classroom, Zoom, Genesis and email correspondence
- Blended learning through the IXL instructional platform
- Supplemental online programs
- Collaborative instruction with caregivers
- Services provided through the students' home districts.
- Printed materials sent home
- Telephone conferencing

### **Equitable Access and Opportunity to Instruction**

To ensure **equitable access** to instruction for all students, including those who may have limited or no availability to the internet, the following additional measures will be taken to support students of all grades engaged in remote learning:

- Students/families will be surveyed to ascertain their level of access to technology. All students have Chromebooks provided by the school equipped with internet access ability along with Google Meet and Zoom.
- All instructional staff and related services providers are assigned school issued laptops for providing remote instruction.
- If students have connectivity issues, we will work with sending districts to address the issue and to restore connectivity if possible.
- Hard copies of assignments with directions will be available for each student as and if needed.
- Workbooks and other resources will be prepared for each student.
- Parents/guardians will have the opportunity to collaborate with their child's teacher during the normal school working hours through phone or email.

Related service goals and objectives will be addressed through the following:

- Individualized work packets sent home to the students. (If needed)
- Phone consultation and/or video conferencing by related services staff with students and families.
- Online live video and telephone activities, as permitted by NJDOE regulations for the delivery of Speech, Counseling, Reading and OT as driven by the IEP.

- **Measures of student learning** will be based on participation in classes, daily and weekly assignments and any projects or independent work assigned.

### **Addressing Special Education Needs**

#### **IEP Implementation / Tracking of Services**

Teaching staff have electronic access to student IEPs through Genesis and incorporate all accommodations and modifications as stipulated into all lessons and assignments for students. They will have access to all materials and learning platforms for delivery of instruction.

Related services providers (speech, counseling, OT) continue to track all sessions with students in accordance with the IEP and provide services through virtual and or telephonic communication. Related services sessions will be provided in the frequency stipulated by the IEP.

All IEP meetings and annual reviews will be held as scheduled, through teleconference or virtual means with districts and parents in the event of a closure. This allows for the continued collaboration with case managers and families. This will allow case managers to follow up with parents to ensure program implementation to the greatest extent possible.

### **Remote Learning Schedule**

The school will follow its regular class schedule each day. **This will maximize student growth and learning to the greatest extent possible.**

#### **Daily Bell Schedule**

8:00 School opens  
8:20 Home Room late bell  
8:26 End of HR  
8:29 1<sup>st</sup> period late bell  
9:09 End of 1<sup>st</sup> period  
9:12 2<sup>nd</sup> period late bell  
9:52 End of 2<sup>nd</sup> period  
9:55 3<sup>rd</sup> period late bell  
10:35 End of 3<sup>rd</sup> period  
10:38 4<sup>th</sup> period late bell  
11:18 End of 4<sup>th</sup> period  
11:21 5<sup>th</sup> period late bell  
12:02 End of 5<sup>th</sup> period

12:03 Lunch  
12:40 End of lunch  
12:44 7<sup>th</sup> period late bell  
1:24 End of 7<sup>th</sup> period  
1:27 8<sup>th</sup> period late bell  
2:07 End of 8<sup>th</sup> period  
2:10 9<sup>th</sup> period late bell  
2:50 End of 9<sup>th</sup> period

### **Addressing English Language Learner Needs**

The Community School does not currently have any ELL students or students affected by forced migration but we may in the future. For students whose primary caregiver's native language is not English, Google translator will be used to translate daily communications and directions from teachers and will be sent via email to caregivers. Additionally, a Spanish speaking staff member will be available for any family who need the support of a translator to communicate any question or concerns and help to rectify any issues.

### **Attendance**

Attendance will be taken by teachers each day class is in session through Genesis while using one of the described remote learning platforms. Assignments that are due over a period of time will also be used to track student attendance. If students are not in attendance, or lacking in completing assignments, members of our administration will contact parents through email or telephone to report the issue and work to resolve the situation. If student attendance may affect promotion, retention, or graduation, districts and parents will be notified through progress reports and direct calls or email communication. Attendance for any home instruction students will be recorded and reported by the district assigned educator.

### **Meals**

#### **Child Nutrition Program – Free and Reduced Meals**

- Provision of free and reduced meals will be arranged in cooperation with the students' sending districts. Districts will be provided the names of eligible students from their districts and students will go to the district's distribution location to receive meals.

## **Other Considerations**

### **Social and Emotional Health of Staff and Students**

The Community School will continue to focus and monitor the social and emotional well-being of its staff and students. Teachers will incorporate SEL activities into their remote or virtual instruction. SEL activities will focus on promoting interpersonal relationships and providing social-emotional support and coping strategies where warranted.

Support staff (counselors, social workers, nurses) will be available to assist any students or staff with any social-emotional issues needing their expertise.

### **Extra-Curricular Programs**

The school will continue to hold any extra-curricular activities to the greatest extent possible. We were able to hold clubs and activities through virtual platforms in the past and anticipate continuing those activities virtually if needed during any closure.

The school will follow all guidance of the DOE including:

- Sharing its plan with all sending districts.
- Submitting the plan to the county office.
  
- A listing of essential employees will be provided to the county office at the time of transition to remote or virtual learning.

This plan is available on the school website- [High School](#)

**END OF PLAN**