



**New Jersey Department of Education (NJDOE)
Virtual Instruction Plan for the 2022-2023 SY**

The New Jersey Department of Education (Department) is providing the following guidance to assist districts in the development of their 2022-2023 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year’s plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three areas below, the chief school administrator or lead person will either mark “yes,” confirming that the information is in the plan, or mark “no” if the information is not contained in the plan. The chief school administrator or lead person is expected to provide an explanation to the county office of education for all areas marked “no.”

County	Atlantic
District	Principle Academy Charter
Chief School Administrator/Charter Lead Name	Alvaro Cores
Phone Contact	609-498-6450

Plan Component Question 1	Mark Yes or No
Does the plan include equitable access to instruction for all students?	Yes
Does the plan include an overall demographic profile for your district, including students counts for state funded pre-school, homeless, low socioeconomic (LSE), Students with Disabilities, and English Language Learners (ELLs)?	Yes
Does the plan ensure that all students, with their varied and age-appropriate needs, are addressed through the plan?	Yes
Does the plan demonstrate a working knowledge (data summary or narrative) of student access to technology for grades identified in your plan as being served by one or more online platforms?	Yes

Notes on Question 1

Principle Academy Charter's Virtual Instruction Plan meets NJDOE Requirements in the following manner:

Equitable Instructional Access for All

- PAC is proudly a 2 to 1 device school. This means that PAC has given each of its students a Chromebook for use at home and a Chromebook for use in the school building.
- Additionally, PAC loaned out more 130 hotspots to families who did not have Internet Service.
- Students will receive blended, personalized learning through the following platforms:
 - iReady
 - MyONreader
 - Think Central
 - HMH textbooks online
 - Google Classroom
 - 50 Approved online apps (e.g. Gimkit).
- A bell schedule for online learning was developed that allowed for the continuation of ESL services, special education services, and I&RS services (see attached).
- All faculty members and students have continued to use hybrid instructional technologies such as Zoom, Google Classroom, and 50 approved online apps to increase student engagement during in person instruction. These same technologies will be used in the event of all remote instruction.
- The school has ordered consumable workbooks for distribution in case of a shutdown. Other instructional materials have been ordered such as Foundations kits for student use.
- Additionally, ESL and special education students will supplemental packets that were personalized according to ELPs and IEPs.

Demographic Profile

- PAC administration and Polymath management company will ensure that all homeless students accounted for and provided with necessary Chromebooks, hotspots, workbooks, and, if applicable, supplemental materials.
- Principle Academy Charter is Title I School wide. Our school is primarily comprised of low socioeconomic students (LSE). To better service all of our families, Principle Academy Charter repurposed select paraprofessionals and office staff as Family Support Specialists (FSS) under our ICS protocol. All FSS were assigned two homerooms to monitor closely. FSS are required to call/email/text/Class Dojo message all families on their list. They were given a telephone script that checked on each family's safety, medical/nutritional needs, student attendance for Zoom lessons, Chromebook and network connectivity, change in address/phone number/email, access to Class Dojo, and survey of needs. FSS meetings occur daily during in person learning and will continue in an all remote setting. FSS reconciles attendance taken daily by teachers in PowerSchool.
- Special needs students received access to all the support systems offered to all students. Additionally, special needs students received the following: customized packets, continuation of self-contained programs, continuation of pull out resources services, continuation of inclusion services. There are two dedicated administrators that oversee the special education department. One works for PAC and is the Associate Director. The other is a retired Superintendent with expertise in special education and she works for Polymath Achievement Charters as their Director of Curriculum. During the shutdown, PAC will hold daily faculty meetings and daily School Leadership Team meetings (SLT) to discuss equity and access issues for all of our subgroups.
- Our plan has a working knowledge regarding student access to technology per grade level. PAC has been delivering blended learning throughout the academic year. Part of our core philosophy is to provide students with a personalized, blended learning experience. Therefore, the transition to online learning will occur smoothly.

Contact Tracing

- PAC has implemented contact tracing protocols. Additionally, PAC has hired a contact tracer to assist the school nurse and the CSA with contact tracing.

Plan Component Question 2**Mark Yes or No**

- PAC has enhanced cleaning protocols including Bio Blasting.
- PAC has hired additional custodians to maintain the facility.
- PAC's HVAC system has been upgraded to include microbe killing technology.
- PAC has installed a portable air purifier in each instructional space.
- PAC follows DOH guidelines for contact tracing and communicates with the DOH when there is a COVID+ case.

Yes

Wellness Checks/SEL

- PAC has included two SEL time slots in the master schedule.
- PAC's social worker and climate and culture specialist conduct push in lessons to homerooms during SEL time on a rotating basis.
- PAC's FSS Team conducts daily calls and communication with parents in order to verify attendance and check for family wellness.
- PAC's FSS Team facilitates the transaction of IT repairs with parents and the school's IT Lead.

Communication

- Virtual Instruction Plan will be posted to the PAC website.
- School Messenger will be used to call, text, and email parents to ascertain the location of the virtual instruction plan.
- PAC has an alias email set up for IT repairs.
- PAC has an alias email set up for attendance.
- PAC has an alias email set up for wellness issues and food security.
- PAC has an alias email for COVID testing to the school nurse and contact tracer.
- Parents have access to their teachers and FSS Team members via Class Dojo.
- PAC regularly posts announcements on Class Dojo.

Does the plan address the provision of appropriate special education and related services for students with disabilities?

Suggestions for consideration:

- Does the plan include adapted materials and assignments to meet student needs?
- Does the plan prepare for how evaluations, Individualized Education Program (IEP) reviews, eligibility meetings and reevaluation meetings, will be rescheduled?
- Does the plan include communication with all parents, including those of students in out-of-district schools and contracted providers (e.g., Head Start and private preschool providers), in their native language?
- Does the plan consider the needs of students who are medically fragile?
- Does the plan outline the determination of how related services will be provided or how compensatory services for related services will be determined?
- Does the plan include communication with out-of-district schools where district students are attending including what will happen if the district is closed and the school is not?
- Does the plan consider transportation for students attending out-of-district school's and when and how to inform vendors if schools close?

Notes on Question 2

- PAC has already distributed Chromebooks to our families prior any potential shut down. All workbooks will be sent home as well. For ESL and special needs students, packets will be sent home as well. Additionally, PAC made a purchase for STAR/Accelerated early education module, due to the lower reading levels of special needs students. This was in addition to the school wide purchase of these programs.
- A meeting calendar has been created by the special education departments. Initial eval and re-eval meetings have been scheduled for '21-'22. PAC employs a CST secretary, and LDTC, a contracted school psychologist, speech therapist, OT/PT, and a Social Worker. PAC has made provisions to conduct these CST meetings via Zoom Meeting and/or phone conference. Documents signed as needed, primarily through scanning and emailing. Written parent notification via mail and parental phone calls are continuing as customary. Chief Academic Officer from the management company also assists with the oversight of this process.
- All Class Dojo administrative communications are transmitted in both English & Spanish. Currently 713 family members are on Class Dojo. Class Dojo features a digital translator for teacher-based posts. Parents also receive emails and text blasts in both languages via School Messenger. Emergency personnel located at PAC's school facility consists of at least one bilingual individual on a daily basis.
- PAC has one medically fragile student. The school's Director/CSA and Dean of Community are in regular contact with that parent. This student's services have been continued without interruption.
- PAC has no out of district placements. Compensatory services for OT/PT and speech have been implemented via Zoom. Frequency and duration of services will be kept consistent with the regular school day during all remote instruction.
- PAC has no out of district placements. However, PAC families' food security has been obtained due to agreements made by PAC Director/CSA, Polymath, and the PAC Board of Trustees with CSAs from the following districts: Atlantic City Schools, Pleasantville Schools, Egg Harbor Township Schools, Somers Point Schools, Galloway Schools, and Absecon Schools. PAC families have received communication in English and Spanish regarding their home district's plans for food distribution. The Atlantic City Schools required student ID cards in order for our families to have access to food. The remaining districts required a list, which will be emailed to the CSAs, Bas, and/or Food Services Director. In an effort to give our Atlantic City Families access to food post COVID-19 shut down, PAC will provide Atlantic City students with lunch IDs. In addition, PAC made a duplicate set of student IDs and have made them available for family pick up during the shutdown. Finally, PAC keeps an emergency supply of shelf stable food at our facility. Families are aware that our facility remains open with a small number of personnel. We will handle Chrome book / hotspot issues on a daily basis from our facility, in addition to food security requests.
- Transport not applicable. PAC has no out of district placements. PAC has regular communication with the transportation heads of our three, main feeder districts of Atlantic City, Pleasantville, and Egg Harbor Township. PAC's Dean of Community maintains those relationships current and makes the Director/CSA aware of any changes in their calendars.

Plan Component Question 3

Mark Yes or No

Does the plan address the provision of school nutrition benefits or services for eligible students?

Yes

Notes on Question 3

Per the New Jersey Department of Agriculture, Districts should provide the following information in their plan so it can be passed on to the New Jersey Department of Agriculture in the event the pending waiver request before the United States Department Agriculture is granted:

SFA Name: **Atlantic City Schools, Pleasantville Schools, Egg Harbor Township Schools, Somers Point Schools, Galloway Schools, and Absecon Schools, and Revolution Foods (source of emergency supply at PAC).**

Agreement #: **PAC has a contract with Revolution Foods and the Atlantic City Schools. All other agreements were based upon emergent emails and phone conversations with other districts. Our students are being serviced through sending districts via verbal agreements and email correspondence.**

Date Meal Distribution will begin: **TBD**

Date Meal Distribution will end: **TBD**

Schools/Site where distribution of meals will take place: **PAC will open daily 8:00 am to 4:00 pm. Sending districts sites for food distribution, please refer to their preparedness checklist. Too numerous to list here.**

Meals to be claimed for reimbursement per day: **(Atlantic City numbers TBD only per contract with Atlantic City Schools).**

Please outline the SFA's method(s) for meal distribution, including meal content and meal counting and claiming procedure. If the SFA plans to provide meals for multiple days, please outline the plan below. Include how all food safety requirements will be met.

PAC is using sending district SFAs and meal distribution plans. These SFAs have our student rosters. Our families have been attending sending district sites; they are synced with sending district plans. PAC is open 8:00 am to 4:00 pm daily for families who may have missed a sending district SFA pick up.

EMERGENCY VIRTUAL REMOTE INSTRUCTION SCHEDULE M-F

PAC Academic Year 2022-2023

Period	KG	Grades 1	Grade 2	Grades 3	Grades 4	Grade 5	Grade 6
0	7:45-8:05 SEL	7:45-8:05 SEL	7:45-8:05 SEL	7:45-8:05 SEL	7:45-8:05 SEL	7:45-8:05 SEL	7:45-8:05 SEL
HR	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10
1	8:10-8:45	8:10-8:45	8:10-8:45	8:10-8:45	8:10-8:45	8:10-8:45	8:10-8:45
Break 8:45-9:00	Movement	Movement	Movement	Movement	Movement	Movement	Movement
2	9:00-9:35	9:00-9:35	9:00-9:35	9:00-9:35	9:00-9:35	9:00-9:35	9:00-9:35
Break 9:35-9:40	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness
3	9:40-10:15	9:40-10:15	9:40-10:15	9:40-10:15	9:40-10:15	9:40-10:15	9:40-10:15
Break 10:15-10:20	Safety Review	Safety Review	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Mindfulness
4A	LUNCH		10:20-10:55	10:20-10:55	10:20-10:55	10:20-10:55	10:20-10:55
4B			10:20-10:55	10:20-10:55	10:20-10:55	10:20-10:55	10:20-10:55
Break 10:55-11:00	Movement	Movement	Safety Review	Safety Review	Movement	Movement	Movement
5A	11:00-11:35	11:00-11:35	LUNCH		11:00-11:35	11:00-11:35	11:00-11:35
5B							
Break 11:35-11:40	Mindfulness	Mindfulness	Mindfulness	Mindfulness	Safety Review	Safety Review	Safety Review
6A	11:40-12:15	11:40-12:15	11:40-12:15	11:40-12:15	LUNCH		
6B							
Break 12:15-12:20	Movement	Movement	Movement	Movement	Mindfulness	Mindfulness	Mindfulness
7	12:20-12:55	12:20-12:55	12:20-12:55	12:20-12:55	12:20-12:55	12:20-12:55	12:20-12:55
8	12:55-1:30	12:55-1:30	12:55-1:30	12:55-1:30	12:55-1:30	12:55-1:30	12:55-1:30
HR 1:30-1:40	SEL Check-Out/ End Day for Students						
1:40-2:00	Staff Break						
2:00-2:37	Staff Wellness						
2:38-3:15	Staff PD/PLC						

Principle Academy Charter — School Calendar 2022 - 2023

6718 Black Horse Pike, Suite 16, Egg Harbor Township, NJ 08234 | Tel: 609-498-6350 | Fax: 609-450-7135

www.principleacademycharter.org | info@principleac.org

Rev.8/22

<p align="center">JULY 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>PAC summer office hours Monday - Friday: 8am - 3pm</p> <p>4- Independence Day (PAC Closed)</p>	<p align="center">JANUARY 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>2- Return to School(Winter recess ends) 12 – Professional Development (½ Day for students) 16- Dr. M.L.K. Jr. Day (School Closed) 27- Report Cards 21 Days 93</p>
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<p align="center">OCTOBER 2022</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>5- Yom Kippur (School Closed) 7- Interim Reports 10- Columbus Day (School Closed) 26- Professional Development (No School for students)</p> <p>18 Days 38</p>	<p align="center">APRIL 2023</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	Th	F	S	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	<p>5- Report Cards 6- ½ Day (start of spring recess) 7-14- Spring Recess(No School) 17- Return to School 24- Eid-al-Fitr 26- Professional Development Day (No School for students)</p> <p>13 Days 147</p>
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<p>PD Day - All Staff</p>	<p>Interim Reports</p>	<p>PAC closed</p>	<p>NJSLA Testing</p>	<p>PD Day - All Staff No School (Students)</p>
<p>Return to School</p>	<p>Report Cards</p>	<p>½ Day @ 1:30p</p>	<p>ESY/Summer School</p>	<p>Last Day of School</p>