

Directives and Responsibilities

Good afternoon,

In preparation for an impending or a potential move to online instruction in the future, all scholars and parents/guardians are asked to read the following in order to have a better understanding of future plans should they be deemed necessary by the Department of Education. Scholars and parents/guardians will also receive these directives and responsibilities via hard copy. The information will also be available in the CAGAPCS scholar's email (grades 5-8) and hard copy (grades K-3).

1. Introduction

The directives described in this document are in effect if and when College Achieve Greater Asbury Park Charter School is ordered to close during the regular school year for more than two consecutive school days whether preemptively or reactively.

What to expect in the upcoming days and weeks:

The decision may potentially be made to move to a period of online instruction in order to keep all scholars healthy as well as maintain consistency and progress in our scholars' academic program. As much as can be reasonably expected, online instruction is intended to be a continuation of the typical classroom procedures in all classes for every scholar.

Online instruction days will be regarded as typical school days. This designation is consistent with recent statements by the New Jersey Department of Education (March 5, 2020). Completing these online instruction days will reduce the need to add days to the school calendar to make up for time missed.

The success of a period of online instruction will take steady commitment from all scholars and regular communication with all members of the CAGAPCS community -- administrators, faculty, parents/guardians, and scholars. The expectations and responsibilities for parents/guardians and scholars as part of this success are described in the following sections.

2. SCHOLAR RESPONSIBILITIES

Given the rigorous program that CAGAPCS maintains, it is the assumption of administration and faculty that each scholar will have access to a device (whether designated as a home computer as per the survey completed by parents/guardian on 3/9/20, or a loaned school laptop and school hotspot), that meets the minimum established requirements to complete online work.

During the period of online instruction, every teacher grades 5-8 will provide a virtual classroom platform in google classroom with uploaded lessons. These lessons can include direct and indirect instruction, teacher-scholar communication, skills practice, and formal assessments. It is the responsibility of every scholar to check their google classroom for all of his/her classes on a daily basis and to complete all assignments and assessments by the established due date. For all scholars in grades K-3 written expectations and lessons for each day will be provided in paper copy format as well as posted on the CAGAPCS website at www.collegeachieve.org. The requirements for all K-3 parents/guardian is that they will communicate daily with their scholar's teachers and that scholars will follow the lesson calendar that will be sent home.

Due to online instruction days being considered equal to typical instruction days, scholars will be held to all established standards of responsibility and integrity regarding online or paper copy work that they complete. Scholars are expected to meet deadlines and due dates. Work will be graded and entered in the grade book via Powerschool by their virtual classroom teacher. Academic integrity must be maintained; the administration and faculty will remain vigilant regarding the honesty and originality of scholars submissions. Where it is required, scholars are responsible for note-taking on online instruction or assigned reading.

In the event of a formal announcement of a move to online instruction, scholars will be told to bring all of their books home so they will be available if an online assignment requires them. It is the responsibility of the scholar to make sure that he/she has all of their books, notebooks, and other required class resources at home.

Scholars are encouraged to maintain consistent communication with their teachers. All teachers are expected to periodically check for scholar communication between the hours of 8:00am and 3:45pm during the period of online instruction. Scholars must send any communication with teachers by 3:45 pm each day; please include this as part of your daily academic schedule. Scholars grades 5-8 are required to periodically check their CAGAPCS email addresses for messages from faculty or administrators. Parents/Guardians of grades K-3 scholars are expected to check Dojo daily for updates from their scholar's teachers or administration.

Scholars should expect to set aside a regular portion of their daily schedule to access and complete online lessons, assignments, and assessments. This should include establishing a designated area of your home to work on online instruction or paper copy/workbook instruction. Scholars are encouraged to find a work area that is largely distraction-free where a parent/guardian will be able to monitor their progress.

3. PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians are asked to help keep their scholar up-to-date and on-task by checking the website, Dojo or google classrooms for each of their scholars classes on a daily basis.

Help your scholar to designate a workspace that is largely distraction-free where you will be able to monitor their progress. Help them establish and adhere to a daily online or school time schedule to prevent them from falling behind with their responsibilities.

Provide follow-up with your scholar on his/her progress with online lessons, assignments, and assessments. Confirm that he/she has completed and submitted their work in order to help them stay out in front of their requirements.

Encourage your scholar to maintain communication with his/her teachers as needed especially if they have any questions. The social work department will remain available between 8:00 and 3:45 on each school day and will be readily available to answer emails from scholars or parents/guardians. The special education and ELL department will be sending home supplemental instructional materials for the K-3 scholars and will be on Dojo and google classrooms to assist the 5-8th scholars. Lead teachers and school administration will be available as well via email and Dojo from 8:00-4:00 pm. All faculty will be reachable during normal school hours via email.

4. ACADEMIC INTEGRITY

During the period of online instruction, all CAGAPCS scholars are expected to adhere to the established standards of academic honesty and integrity.

To ensure that the use of an online platform does not blur the scholar or parent's/guardian's understanding of collaboration, this is the distinction between what is and is not acceptable:

ACCEPTABLE: Scholars may exchange notes remotely. Scholars may discuss an assignment and can clarify instructions for their peers. When it is clearly established by the teacher as a necessary part of the assignment, scholars may collaborate remotely on the same assignment.

NOT ACCEPTABLE: Scholars may NOT share completed assignments or assessments that are to be graded with their classmates. Scholars may NOT use group chat functions to share answers to an assignment or assessment when it is not clearly established by the teacher as a necessary part of the assignment.

During the time of online instruction, the administration and faculty will remain vigilant with regard to academic integrity.

5. FOOD SERVICE

In the event of a school closure CAGAPCS will continue to provide breakfast and lunch for all CAGAPCS scholars. Families are to pull up to the entrance of the 700 Grand Avenue location between 9:00am-10am daily. Our school security officers and staff will come to your vehicle with a breakfast and lunch package. This will be available Monday-Friday as long as school remains closed.

If you do not have transportation and live within 5 miles of the school our faculty will deliver the meals to you daily. If you need to utilize this service please email Donna Flanagan at

dflanagan@collegeachieve.org or Desiree Mitchell at dmitchell@collegeachieve.org as soon as you need services.

6. COMMUNICATION

During the period of online instruction, communication between all parties is vital. The administration will make consistent communication with families a priority. Email and Dojo will be the primary means of communication. Social media will likely be used as a supplemental form of communication. Parents/Guardians who don't already do so can consider following:

Facebook: College Achieve Greater Asbury Park

Instagram for CAGAPCS: @collegeachieveasbury

Website: www.collegeachieveasbury.org

We look forward to seeing all our scholars at school tomorrow. We will keep you informed of any new developments as they are relayed to CAGAPCS. Please make sure to contact us if you have any questions at **732-774-0727 x18108** or jmcinerney@collegeachieve.org.

Be Safe,

Jodi A. McInerney

Executive Director/Principal