Emergency Remote Instruction Plan

School/Organization Name: Amani Public Charter School
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Purpose
The purpose of this Emergency Remote Instruction (ERI) Plan is to ensure that students continue to receive quality education during school closures or emergencies that prevent in-person learning. This plan outlines the key strategies, resources, and procedures to maintain instructional continuity while addressing the needs of students and teachers.

1. Instructional Goals

- Provide students with meaningful, engaging, and grade-appropriate learning experiences during the period of remote instruction.
- Maintain student learning progress in key subjects such as math, language arts, and science.
- Ensure ongoing communication between students, families, and teachers.
- Utilize accessible tools and platforms to deliver instruction and assignments.

2. Roles and Responsibilities

Teachers

- **Lesson Delivery**: Create and deliver lessons through virtual classrooms, videos, assignments, and interactive tools.
- **Student Engagement**: Monitor student participation, provide feedback on assignments, and offer support during virtual office hours.
- **Communication**: Regularly communicate with students and families via email, phone calls, or virtual platforms (Google Meet, Zoom, etc.).
- **Assessment**: Evaluate student progress and provide formative feedback through assessments and projects.

Students

- **Attendance**: Log into virtual classrooms daily and attend scheduled live sessions.
- **Assignments**: Complete all assignments on time, including independent work, projects, and group activities.
- **Communication**: Seek help from teachers when needed and participate in group discussions or activities.

Parents/Guardians

- **Support**: Ensure that students have a conducive learning environment at home, help with setting up technology, and monitor progress.

via email or the school portal.

3. Technology and Platforms

- **Primary Platforms**:
  - **Google Classroom**: For posting assignments, announcements, and resources.
  - **Zoom/Google Meet**: For live virtual instruction, office hours, and small group sessions.
  - **Seesaw**: For interactive assignments and student feedback (especially for younger grades).
  - **Kickboard** : For communication with parents and students, tracking participation and engagement.
- **Additional Tools**:
  - **Kahoot**: For interactive quizzes and review games.
  - **Flipgrid**: For video discussions and student reflections.
  - **Nearpod**: For interactive lessons and formative assessments.
- **Device Requirements**:
  Students will need access to a device (laptop, tablet, or phone) with internet connectivity. The school will assist in providing devices to families in need.

4. Instructional Delivery Models

Synchronous Instruction (Real-time)

- Teachers will conduct live sessions with the class each day we are remote (for about 30-60 minutes per session), focusing on core content areas.
  - **Math**: Live demonstrations of concepts with examples, student interaction.
  - **Language Arts**: Reading aloud, phonics activities, writing exercises.
  - **Science/Social Studies**: Discussions and interactive activities based on ongoing units.

Asynchronous Instruction (Self-paced)

- **Assignments**: Assignments will be posted in Google Classroom, with clear instructions for completion. This may include worksheets, research projects, or creative activities.
- **Assessments**: Online quizzes, projects, or written responses to demonstrate learning.

Office Hours/Small Group Support

- Teachers will hold regular office hours (at least twice a week) for one-on-one or small group support via Zoom or Google Meet. Students can drop in for clarification or help with assignments

5. Student Engagement and Participation

- **Daily Check-ins**: Students will be expected to log in to the online platform daily to confirm attendance and review daily assignments.
- **Participation Tracking**: Teachers will track participation using platforms like Google Classroom or Kickboard to ensure students are engaged.

6. Assessment and Grading

- **Formative Assessment**: Ongoing assessments such as quizzes, class discussions, and video responses..
- **Summative Assessment**: Final projects or tests that demonstrate mastery of key concepts learned during the remote instruction period.
- **Grading**: Grades will be assigned based on the completion of assignments, participation, and performance on assessments, as per the school's grading policy.

7. Communication Plan

- **Frequency**: Teachers will send weekly updates to students and parents regarding assignments, upcoming assessments, and important school announcements.
- **Medium**: Communication will be conducted through email, Google Classroom, ClassDojo, and phone calls as needed.
- **Parent-Teacher Conferences**: If needed, virtual conferences will be held to discuss students' progress and any areas of concern.

8. Special Education and Accommodations

- **Differentiated Instruction**: Teachers will adapt lessons for students with special needs, providing additional resources, one-on-one support, or modified assignments as required by Individualized Education Plans (IEPs).
- **Access to Services**: Special education teachers and support staff will continue to work with students through virtual platforms, providing services such as speech therapy, counseling, and occupational therapy.

9. Contingency Plan

In the event that a student or teacher faces technical issues (e.g., internet disruption, device malfunction):

- **Alternative Communication**: If internet access is temporarily unavailable, students can communicate through phone calls with the teacher for assignments and updates.
- **Flexible Deadlines**: Students experiencing technical issues will be provided extended deadlines or alternative means to submit work.

Conclusion

This Emergency Remote Instruction Plan aims to maintain high educational standards, ensure continuous learning, and offer necessary support during unexpected closures. By utilizing available technology and maintaining clear communication, we strive to provide students with the tools they need to succeed in an online environment.