

College Achieve Greater Asbury Park Public Charter School  
**Covid-19 School Closure Plan**  
2021/22

**Office:** 732-774-0727 x18106 | **Fax:** 732-481-1810  
**College Achieve Greater Asbury Park Charter School**  
3455 West Bangs Ave Neptune NJ 07753

# Guideposts for CAGAP Virtual Teaching and Learning

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## Contact Information

Stakeholder & Planning Committee

Name	Role	Email	Phone
Jodi Henderson McInerney	Executive Director	<a href="mailto:jmcinerney@collegeachieve.org">jmcinerney@collegeachieve.org</a>	732.774.0727 ext. 3111
Tim McInerney	Principal	<a href="mailto:tmcinerney@collegeachieve.org">tmcinerney@collegeachieve.org</a>	732.774.0727 ext.3110
Hilary Canzoneri	K-4 Lead	<a href="mailto:hcanzoneri@collegeachieve.org">hcanzoneri@collegeachieve.org</a>	732.774.0727 ext. 3115
Monica Hancock	5th-9th Lead	<a href="mailto:mhancock@collegeachieve.org">mhancock@collegeachieve.org</a>	732.774.0727 ext. 17101
Traci Orlandino	Director of Operations	<a href="mailto:torlandino@collegeachieve.org">torlandino@collegeachieve.org</a>	732.774.0727 ext.3119
Audrey Ciccone	School Nurse	<a href="mailto:aciccone@collegeachieve.org">aciccone@collegeachieve.org</a>	732.774.0727 ext. 3234
Desiree Mitchell	Social Worker	<a href="mailto:dmitchell@collegeachieve.org">dmitchell@collegeachieve.org</a>	732.774.0727 ext. 3117

### Additional Contacts and Resources

- School Website: [College Achieve Greater Asbury Park Charter School](#)
- NJ Department of Health: 1.800.222.1222 and [Department of Health Department of Health Seal](#)
- Center for Disease Control: [Coronavirus Disease 2019 \(COVID-19\)](#)

## Addressing the Digital Divide

CAGAP's plan for measuring and addressing any ongoing digital divide that continues to exist, whether it be network access or lack of sufficient access to devices.

### Technology Distribution and Usage Documents

Initial survey to determine family tech needs	<a href="#">Technology Needs Form</a>
Instructions for school-provided hotspots	<a href="#">Hotspot Instructions</a>
Chromebook user agreement forms	<a href="#">Agreement Form</a>

### Staff

All CAGAP staff members were assigned a school laptop at the beginning of the academic year. Each laptop is equipped with **G-Suite** which allows staff access to Google apps for education and Google Meet. For **synchronous instruction** teachers and staff are expected to use: [Google Meet](#), [Google Classroom](#), and digital shared teaching and learning platforms including [IXL](#), [CommonLit](#), [EdCite](#), [Edulastic](#), [Screencastify](#), Google Meet screen sharing, virtual whiteboard, tools for “writing” on screen, and digital textbook curriculum for Envisions Math and myView and my Perspectives ELA..

Staff members who requested support for home internet access were **assigned a hotspot**. Ongoing staff technology needs are managed through a **technology help tracker** that allows for quick troubleshooting for technology and digital platform use.

### Scholars

To provide equitable, synchronous learning to all CAGAP scholars, school leadership is prepared to provide **Chromebooks and Hotspots to all families** at any point during Virtual Academy. CAGAP is equipped with student chromebooks for use in school. Scholars in all grades have in school access and practice with technology use. All scholars have a **school-based google account** that is required for logging in.

#### Technology Exchange and User Support

- Technology exchange and additional distribution continues as needed and is managed by essential personnel to limit disruption to learning.
  - Exchange and technology distribution can occur between **11am and 1pm at 3455 West Bangs Ave.**
  - Technology use support is managed virtually via a help ticket tracker managed by school technology support personnel
  - This includes user account management, platform access and use, and support for connecting to classrooms and classwork
    - Please contact [pmabrey@collegeachieve.org](mailto:pmabrey@collegeachieve.org) to initiate technology support

## Developing, Implementing, and Reflecting on the Delivery of Virtual Instruction

Key Term	Description	Implementation
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<b>Synchronous</b>	Class interactions happen in real time, at the same time. Scholars virtually follow their standard bell-schedule and attend class together via video conference.	CAGAP Virtual Academy follows a <b>synchronous teaching and learning model</b> for all core classes.
<b>Asynchronous</b>	Class interactions happen via digital platforms without real-time interaction. Students engage in class materials and complete work at their own pace, typically within a given timeframe, often using discussion boards to drive peer-to-peer engagement.	CAGAP employs asynchronous strategies for some grade level electives to allow for greater participation in enrichment and the arts.
<b>Google Meet and Zoom</b>	Online video conferencing platforms with built in security features including password protection and waiting rooms.	CAGAP primarily uses <b>Google Meet for synchronous classes</b> .
<b>Google Classroom</b>	Digital platform for posting, grading, and tracking student classwork. Also includes a chat/stream feature for class interaction and teacher updates.	All CAGAP classes have a dedicated Google Classroom.
<b>Class Dojo</b>	Digital communication platform.	All CAGAP classes have a dedicated Dojo page dedicated to providing daily class and individual communication.

## Internal Instruction and Scheduling Resources

Instructional Component	Link to Document/Resource
Internal Master Schedule with links to all synchronous, Google Meet classes; streamlines the process for entering virtual classrooms as a co-teacher or an observer	Virtual School Master Schedule with Drop In Links to all Virtual Classrooms
Scholar schedules: emailed and sent via DOJO and Google Classroom to individual scholars with class times and links to their daily synchronous classes	5th-9th Student Schedules ( <b>link removed for public distribution, see sample student schedule below</b> ) <a href="#">Schedule Tutorial</a>

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Instructional pacing for curriculum and Grade Level Standards	CAPS Repository
Assessment calendar	CAPS Repository
Video Lesson Library	*as requested

## Virtual Academy Implementation Goals

Goal	Implementation
<p><b>Maintain Curricular Pacing for Major Grade Level Standards</b></p>	<ul style="list-style-type: none"> <li>• Continue delivering rigorous, synchronous instruction aligned to major, grade level standards for the duration of Virtual Academy for all scholars grades K-9</li> <li>• Create and share schoolwide pacing and plans to ensure alignment</li> <li>• Reflect and report daily on student participation and achievement for the</li> </ul>
<p><b>Provide Opportunities for Social Emotional Learning and Support</b></p>	<ul style="list-style-type: none"> <li>• Provide a synchronous SEL class for students needing additional social-emotional support</li> <li>• Allow all scholars and families open access to the Social Work department during afternoon Google Meet “office hours” from 2:20-4:00pm</li> </ul>

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<p><b>Enhance Enrichment Activities</b></p>	<ul style="list-style-type: none"> <li>• Allow all scholars access to Art, Music, and Spanish in a blended Synchronous/Asynchronous design.</li> <li>• Host high-interest guest speakers weekly for all scholars and families.</li> </ul>
<p><b>Incorporate Checkpoints for Student Progress</b></p>	<ul style="list-style-type: none"> <li>• Administer Fastbridge Interim Assessments Virtually for ELA and Math; 3X/year</li> <li>• Employ digital, standards-aligned assessment platforms like IXL, Edcite, and Illuminate to provide frequent, teacher created formative assessments</li> </ul>

## Synchronous Learning

- The current virtual learning schedule would allow for an **instructional day that runs from 7:50am to 2:30pm.**
- Teachers are also expected to operate afternoon “**office hours**” from **2:30pm-4:00pm** during which time they are available to scholars needing additional support
- Each scholar receives a personalized daily schedule with live links to their synchronous classrooms and the corresponding Google Classrooms.
- All schedules mirror the standard bell schedule.

Component	Synchronous Strategy	Tools or Resources
Class Format	Video-led, Face to Face	Google Meet
Class Pacing	Teacher-led Mini Lesson with Guided Practice Time	Google Classroom and linked digital platforms like IXL, Edcite, etc.

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<b>Scholar Participation</b>	Attending and actively engaged; following the same norms and expectations of their physical classrooms	<ul style="list-style-type: none"> <li>• Chat responses</li> <li>• Verbal participation</li> <li>• Shared documents</li> <li>• Digital assignment submission</li> </ul>
<b>Teacher Role</b>	<ul style="list-style-type: none"> <li>• Planning and Delivering Content</li> <li>• Tracking Attendance</li> <li>• Facilitating Guided Practice</li> <li>• Maintaining CAGAP Grading Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Google Meet</li> <li>• PowerSchool</li> </ul>

<b>Subject Area</b>	<b>Minutes/Day</b>
<b>ELA</b>	90 minutes/day - 450 minutes/week
<b>Math</b>	90 minutes/day - 450 minutes/week
<b>Science</b>	45 minutes/day - 225 minutes/week
<b>Social Studies</b>	45 minutes/day - 225 minutes/week
<b>PE/Health</b>	150 minutes/week
<b>Specials (Art, Music, Spanish)</b>	*varies by grade level

## Scholar and Teacher Experience


- Each morning, scholars open their daily schedule with links that bring scholars directly to their virtual, synchronous classrooms.
- For K-4, scholars join one virtual classroom and teachers transition to that Google Meet for different subjects.
- For 5-9, scholars are responsible for transitioning from one virtual classroom to the next by navigating their daily schedule.
- Each class is 45 minutes; classes are synchronous, live Google Meets for the duration of each period and follow the gradual release pacing framework to allow for guided skill practice.

Contact [mhancock@collegeachieve.org](mailto:mhancock@collegeachieve.org) for additional copies of schedules

### Sample Scholar Schedule



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 <b>Sample Daily Schedule (Based on 6C's Daily Schedule)</b> <small>Note: Synchronous Sessions are 35 minutes. There is approximately 5 minutes between periods to switch between classrooms.</small>				
	Start Time	Subject	Google Meet	Google Classroom
0	8:00 AM	Homeroom	STEP 1: Turn on your computer. STEP 2: <a href="#">Click here to complete the Attendance Survey</a> to show that you are online and ready to start your day.	<a href="#">Click here</a> for links to podcasts and TED Talks that you can listen to while you eat breakfast, make your bed, and get ready for the day.
1	9:00 AM	Mon/Wed/Fri: PE	Mon/Wed/Fri: <a href="#">Click to meet with Mr. Wiltbank</a>	Mon/Wed/Fri: <a href="#">Click for PE Assignments and Resources</a>
		Tue/Thu: ELA Lab	Tue/Thu: <a href="#">Click to join ELA Lab</a>	Tue/Thu: <a href="#">Click for ELA Lab Assignments and Resources</a>
2	9:40 AM	History	<a href="#">Click to meet with Mr. Hult</a>	<a href="#">Click for History Assignments and Resources</a>
3	10:20 AM	Math	<a href="#">Click to meet with Ms. Trigani</a>	<a href="#">Click for Math Assignments and Resources</a>
4	11:00 AM	Science	<a href="#">Click to meet with Mr. Barnes</a>	<a href="#">Click for Science Assignments and Resources</a>
-	11:40 AM	Lunch + Recess	Listen to an educational podcast, stretch, and get some fresh air! Around 12:10, start to get ready to come back to class.	
5	12:20 PM	Specials	Spanish: <a href="#">Click for Ms. Musica's Google Classroom</a> and complete the independent art activity posted for the day. Art: <a href="#">Click for Ms. Pinter's Google Classroom</a> and complete the independent art activity posted for the day.	
6	1:00 PM	ELA	<a href="#">Click here to meet with Mr. Soto</a>	<a href="#">Click for ELA Assignments and Resources</a>
7	1:40 PM	Math Lab	<a href="#">Click to meet with Ms. Trigani</a>	<a href="#">Click for Math Lab Assignments and Resources</a>
-	2:20pm	Office Hours Monday- Thursday	Use this time to continue working on daily assignments. If you need help, please contact your teachers through email or ClassDojo. They may ask you to get on the phone or a video chat. <a href="#">Video chat with Ms. Mitchell</a> , social worker <a href="#">Live music class with Mr. Lay</a> <a href="#">Live Spanish class with Ms. Musica</a> <a href="#">Video chat with Mr. Fowler</a> , social worker <a href="#">Live art class with Ms. Pinter</a> <a href="#">Spanish translation with Mr. Fuentes</a>	

### Sample 5th-9th Master Schedule with Google Meet Links

## Attendance

CAGAP's attendance policies, including how the district determines whether a student is present or absent, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will affect the student is outlined below.

- Tracking and monitoring scholar attendance is a critical component of CAGAP Virtual Academy.
  - If a student is absent from any class or for the day, teachers email a dedicated "missing in class" account that acts as an automatic referral to the attendance team for attendance outreach.
  - Attendance is tracked **DAILY** and by **PERIOD through Powerschool**.
- CAGAP will adhere to the following guidelines regarding attendance impact on student performance:
  - Any Scholar whose attendance is greatly impeding participation and performance may be considered for Final Grade course failure and/or retention as outlined in CAGAP school policy.

## Supporting Families and Scholars

CAGAP is dedicated to providing equitable and appropriate education to each scholar. Staff and school leadership understands the critical component of the parent and family as the home educator. The following structures have been put in place to ensure all families and scholars feel supported during this time, including support for all learners, access to meals, social-emotional support for families, communication pathways, and engaging events.

## English Language Learners (ELL) and Students with Disabilities

CAGAP’s approach to remote instruction meets the needs of English Language Learners (ELL) and Students with Disabilities to the greatest extent possible, including the provision of related services.

- All SPED Students with active IEP, 504, OT and Speech schedules **are receiving and will continue to virtually receive their minutes with the SPED teachers as well as their accommodations.**
- All ELL Students are receiving and will continue to receive support with the ELL teachers
  - The Virtual School Master Schedule outlines Special Education and ELL Teachers’ daily push in and pull out schedules.
  - SPED and ELL use the Google Meet classroom links to **“push in”** to the core classrooms and use the additional class time and afternoon “office hours” to run **“pull-out”**, small group Google Meets to receive small group and one-on-one support.
- All scholars receiving supplementary services were provided a letter outlining continued services, contact information for the teachers providing those services, and resources related to the content they would be expected to complete as accommodations.
- All communications sent home are also **translated** into native languages for parents.
- ELL scholars are also receiving and will continue to receive their **1-2 hours of push-in and pull-out** virtual instruction services.
  - Separate Google Classrooms are set up for K-4 and 5-9 for ELL with resources for both parents and scholars as well as translated materials.

### **English Language Learners Strategies, Modifications, and Accommodations: Grades K-9**

At College Achieve Greater Asbury Park, continued support of student learning for ELL students at home is a top priority. Every ELL scholar has a school issued Chromebook as well as a hotspot for continuous connection to all faculty and staff, including teachers, administrators, office staff, social workers, security officers, and the school nurse. Our social workers and security officers are available for home visits to assist parents and scholars with any technology issues maintaining proper social distancing protocol. In addition, Spanish and Creole speaking staff members are available during school and extended hours each day for assistance with any school matters. Scholars and their families are provided social, emotional, and academic support by way of communication that is provided via Google Meetings, Google Classrooms, Zoom Meetings, Class Dojo, email, phone calls and home visits. Modifications and accommodations are provided daily via push-in and pull-out support in Google Classrooms, Class Dojo, and Google Meetings per grade level, in small groups or one-on-one. The ELL support staff also attends and holds regular PLC Meetings with each grade level team or individual teachers to continue support and make sure the needs of each individual scholar are being met.

### **Resources for English Language Learners and Teachers**

Grade Levels	Some Examples of Modifications/ Accommodations for CAGAP Virtual Academy	Suggested Online Resources for ELL Scholars and Families	ELL Related Services
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Grades K - 9			
	<p>All lessons are recorded by classroom teachers so scholars can view at any time and discuss with ELL Teachers</p> <p>Immediate feedback is provided when assignments are submitted</p> <p>Additional visuals and vocabulary support are provided</p> <p>Assignments may be adapted or shortened</p> <p>Assignments scaffolded</p> <p>Provide extended time for assignments</p> <p>Study guides and websites for additional information or language assistance provided</p>	<p>Learn English Kids <a href="https://learnenglishkids.britishcouncil.org/">https://learnenglishkids.britishcouncil.org/</a></p> <p>International Children’s Digital Library <a href="http://en.childrenslibrary.org/">http://en.childrenslibrary.org/</a></p> <p>Starfall <a href="https://www.starfall.com/h/">https://www.starfall.com/h/</a></p> <p>English Media Lab <a href="http://www.englishmedialab.com/">http://www.englishmedialab.com/</a></p> <p>NewsELA <a href="https://newsela.com/">https://newsela.com/</a></p> <p>BrainPop ELL <a href="https://ell.brainpop.com/">https://ell.brainpop.com/</a></p> <p>Learning Chocolate <a href="https://www.learningchocolate.com/">https://www.learningchocolate.com/</a></p> <p>Literacy Center <a href="https://www.literacycenter.net/">https://www.literacycenter.net/</a></p>	<p>ELL Teachers provide Google Classrooms with specific accommodations and modifications</p> <p>ELL Teachers provide Google Classrooms with online resources and websites to assist in reading, writing, math, and other subject areas</p> <p>ELL Teacher provides weekly consultation with parents</p> <p>Provide academic and social emotional support</p> <p>PLC collaboration with all teachers for progress monitoring</p>

### **Students with Disabilities**

CAGAP’s delivery of remote/virtual instruction implements Individualized Education Plans (IEPs) for students with disabilities to the greatest extent possible, including accessible materials and platforms.

- **All IEP documentation will continue to be logged in Frontline.**
- All SPED Students with active IEP, 504, OT and Speech schedules are receiving and will continue to virtually receive their minutes with the SPED teachers as well as their accommodations.
- The Virtual School Master Schedule outlines Special Education daily push in and pull out schedules.
- SPED teachers use the Google Meet classroom links to “push in” to the core classrooms and use the additional class time and afternoon “office hours” to run “pull-out”, small group Google Meets to receive small group and one-on-one support.
- Case managers keep in constant communication with parents to assure student success both emotionally and academically. This occurs virtually in the form of individual Zoom or Google Meetings, phone calls.
- All scholars receiving supplementary services were provided a letter outlining continued services, contact information for the teachers providing those services, and resources related to the content they would be expected to complete as accommodations.

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CAGAP conducts virtual IEP meetings, evaluation, and other meetings to identify, evaluate, and/or reevaluate students with disabilities

- The district has held **timely virtual IEP meetings**, in accordance with special ed law. Parents have participated via Zoom or by phone. In regards to re-evaluating students, we are waiving testing with parental permission when we have sufficient functional assessment to reclassify. There has been a caveat that when it is safe to test again we will hold additional reevaluation plans when necessary. This information is documented in Frontline. With initially referred students we are documenting that testing cannot be done due to COVID. The school is waiting on directions as to when it is safe to conduct the necessary evaluations. Many additional sessions with students are taking place either one-to-one or small groups whereby explicit instruction is being delivered. Additionally, Related services are taking place through Zoom.

## Safe Delivery of Meals

CAGAP is a 100% free and reduced lunch school and is dedicated to ensuring that scholar's and families maintain access to free and nutritious meals during this extended school closure.

- Breakfast and Lunch **pick up and delivery** will occur daily at the 3445 West Bangs location, managed by food safety-trained, essential personnel while following safe distancing guidelines.
- Meal distribution is tracked daily and updates to nutrition programming are posted to Dojo and shared via schoolwide email and text systems.
- Meal distribution continued over school holidays

## Supporting Families as Educators + Alternative School Hours

CAGAP is ensuring every effort is made to support families during Virtual Learning.

- All scholars received **personalized account information letters** to help with the process of logging in to technology and digital curriculum at home. See sample [HERE](#).
- Teachers and support staff are providing ongoing, individualized support in the form of:
  - One on one technology troubleshooting
- CAGAP supports **alternative school hours** through the staffing of teachers as needed
  - **Evening hours and Night School** can be available for scholars who need alternate hours; this is provided by College Achieve Teachers operating on an alternate schedule to provide full night school support for parents and scholars.

## Family Communication and Feedback

Parent and family communication occurs through multiple channels including: Google Classroom, Email, Schoolwide Text , and ClassDojo. We are prepared to conduct the following events virtually:

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- Parent Conferences
- Back to School Night
- Individual parent and family scholar progress meetings

## Students Experiencing Homelessness or Housing Instability

Students experiencing homelessness face unique barriers for participating in distance learning. To help ensure all CAGAP students can equitably participate in distance learning, the Social Work Department and essential personnel:

- Conduct **individual needs assessments** related to distance learning
- Assess the living situations for students who are experiencing homelessness to determine where the greatest support is needed for them to fully participate in distance learning.
- Provide guidance and/or resources to families experiencing homelessness, including support for temporary housing.
- **Connect to resources**, which assist students and families experiencing homelessness and housing instability.
- Share resources for additional food support.
- Monitor participation and engagement of homeless scholars in distance learning and provide frequent status updates to teachers.
- Encourage students and/or parents to reach out if their living situation changes and access additional support, which promotes a student's ability to participate in distance learning.

## Grief Counseling

To address scholar, family, and staff needs, CAGAP has coordinated ongoing **counseling sessions** open to the CAGAP community, with a focus on supporting scholars' social-emotional needs during this time.

Contact [jmcinerney@collegeachieve.org](mailto:jmcinerney@collegeachieve.org) for more information or to request support

## Enrichment and High Interest Events

To encourage student and family engagement and support, CAGAP has implemented the following strategies:

- Weekly "**Meet the Guest**" series: large-participant Zoom sessions with guest speakers including Miles Boykin, Bennet Jackson, Scottie Lewis and Ajee Wilson, with additional weekly guests to come.
- Scholar engagement is encouraged through the continuity of School Climate and Culture activities, including Virtual School Spirit Week and Homeroom engagement activities.
- ClassDojo outreach is updated daily to reach all scholars and families.
- Asynchronous **Art, Spanish, and Music enrichment is available to all scholars**, regardless of their in-school programming
- **Open Google Meet links** for office hours from 2:20pm-4:00pm are available for scholars and families for the following support services: **Social Workers and Mental Health, Financial Counseling, Community Resource Linking, Language Translation, Enrichment Electives, Small Group Tutoring.**
  - All links are included in individual scholar schedules and occur **Monday-Thursday.**

**SPECIAL GUESTS**

- Professional Athletes frequent our College Achieve Virtual Academy
- These special sessions serve to teach and inspire our scholars to pursue their education and follow their dreams
- Special guests included:
  - Ajee Wilson
  - Damion Lee
  - Miles Boykin
  - Bennett Jackson
  - Scottie Lewis

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## Supporting Educators

CAGAP maintains strong virtual channels of support for staff, including ongoing professional development, professional learning communities, procurement and sharing of digital resources, and opportunities for feedback and shared decision making.

### Professional Development and Professional Learning Communities

- **Network professional development occurs 6 days per year and can be delivered virtually.**
- **Each afternoon**, teachers and staff meet in a variety of group and break-out teams to engage in planning, resource development, and training.
- **PLCs** continue to occur on a **weekly basis**, with **agendas and notes** to share best practices for synchronous and virtual learning.

\*Agenda links removed to protect staff and scholar privacy, [available upon request](#)

### Direct Support and Coaching

- Network coaching can continue virtually.
- Supervisors can observe Virtual Classrooms daily and provide teacher and student support for: technology use, digital learning platforms, virtual classroom management, and content delivery and assessment.

## Facilities and Belongings

- Building maintenance will be managed by essential staff [Michael Clark](#) both remotely and on site as needed to coordinate and oversee:
  - Building sanitation, cleaning, and grounds upkeep
  - Mandatory **inspections** to both buildings: Elevator, Electric, HVAC, Health

## Summer Programming

**If virtual summer programming is required:** The Summer Enrichment Program can service scholars going into grades K, 1, 2, 3, 4, 5, 6, 7, 8 and 9. The Summer Enrichment Program will follow the current CAGAP SYNCHRONOUS Virtual Academy model, using Google Meet for classes and supplementing with various online platforms including IXL, Newsla, CommonLit, Readworks and SplashLearn. These virtual programs will provide standard based instruction and will track student mastery as well as including interventions and differentiation of instructional materials and resources.