



LEEP Dual Language Academy Charter School
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*A Public Charter School Authorized by
the New York State Board of Regents*

Emergency Remote Instruction Plan

LEEP will follow this Emergency Remote Instruction Plan as unexpected circumstances or severe weather conditions arise which require our school building to close.

1. Curriculum and Instruction

LEEP has implemented a curriculum sequence that is carefully aligned to the New York State Next Generation Learning Standards. LEEP will conduct professional development sessions on virtual instruction to ensure instructional staff are prepared to deliver materials to scholars virtually. LEEP creates much of its curriculum in-house through the efforts of the Dean of Instructions and has created remote learning materials for virtual instruction. Each remote day will include lesson plans for at least 4 hours of cumulative instruction. While these lesson plans are the base for instruction, teachers are required to modify lessons based on their student population and serve the needs of the students in their class just as they would when teaching in person.

2. Technology and Supports

We work diligently to understand the needs of our school community and identify those who need support with the internet and technology. At the start of the year, schools will identify which students do not have access to internet in order to prepare for the availability of that number of MiFis and/or share local public WiFi hotspots. Our school is prepared to launch a Chromebook distribution should we need virtual instruction on a long term basis (3 days or more) and host family workshops that are tailored to supporting families with remote learning setup. LEEP will utilize Zoom software to facilitate remote learning.

3. Communication Plan

We use ParentSquare to communicate with families. This allows us to communicate via the ParentSquare app, as well as email and text messages with families in the event that we will need to hold instruction remotely. Staff have access to email and phone. LEEP will conduct Professional Development with Staff so they are prepared in how to shift learning online and what to expect.

In the event that we do need to shift to remote learning, schools will send out a message via email and ParentSquare to alert the community. This will articulate the plan to distribute Chromebooks and provide a point of contact for technical support for any students or families who are having trouble accessing instruction during remote school days. In addition, teachers will be equipped with how to troubleshoot smaller technical issues on Zoom.