

Emergency Remote Instruction (ERI) Plan

School: Green Tech High School

LEA: Green Tech Charter Schools

Location: Albany, NY

Plan Effective Date: Upon approval

1. Purpose

The purpose of this Emergency Remote Instruction (ERI) Plan is to ensure continuity of high-quality instruction for all students in the event that Green Tech High School is required to transition from in-person instruction to remote instruction due to an emergency. Emergencies may include, but are not limited to, public health crises, natural disasters, severe weather events, building safety issues, or other circumstances that prevent students and staff from safely attending school in person.

This plan is aligned with New York State Education Department (NYSED) guidance and ensures equitable access to instruction for all students, including students with disabilities, English Language Learners (ELLs), and other vulnerable populations.

2. Scope and Applicability

This ERI Plan applies to: - All students enrolled at Green Tech High School (grades 6–12) - All instructional and support staff - All academic courses, including core, elective, and Regents-aligned coursework

The plan will be activated only when in-person instruction is not feasible and remote instruction is required for all or part of the school community.

3. Instructional Model

A. Mode of Instruction

During emergency remote instruction, Green Tech High School will implement a **synchronous and asynchronous blended remote learning model**.

- **Synchronous instruction** will include live, scheduled virtual classes where teachers provide direct instruction, facilitate discussions, and engage students in real-time learning.
- **Asynchronous instruction** will include posted lessons, assignments, instructional videos, readings, and independent practice that students can complete within a designated timeframe.

B. Daily Schedule

- The school will maintain a modified daily schedule that mirrors the structure of the in-person school day to the greatest extent possible.
 - Schedules will be communicated clearly to students and families at the onset of remote instruction.
 - Attendance will be taken daily based on student participation in synchronous sessions and/or submission of assigned work.
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4. Instructional Platforms and Materials

Green Tech High School will utilize the following platforms and tools to deliver emergency remote instruction:

- **Google Classroom** – Primary learning management system for posting lessons, assignments, and feedback
- **Google Meet** – Platform for live synchronous instruction and small-group sessions
- **Google Docs, Slides, and Forms** – Tools for instruction, collaboration, and assessment
- **School-issued Chromebooks** – Primary student devices for accessing instruction

Printed materials may be provided on a case-by-case basis for students who experience persistent technology barriers.

5. Attendance and Engagement

- Student attendance will be monitored daily.
- Attendance may be demonstrated through:
 - Participation in live virtual classes
 - Submission of assignments
 - Completion of check-ins or exit tickets
- Teachers will document attendance and engagement in accordance with school procedures.

Students who do not engage consistently will be referred to appropriate support staff for outreach and intervention.

6. Supports for Students with Disabilities

Green Tech High School will ensure that students with disabilities continue to receive a Free Appropriate Public Education (FAPE) during emergency remote instruction.

- IEP and Section 504 accommodations will be implemented to the greatest extent possible in a remote setting.
- Related services (e.g., counseling, speech therapy) may be delivered virtually or through alternative methods, as appropriate.

- The CSE will convene as needed to address student-specific needs and make temporary adjustments.
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7. Supports for English Language Learners (ELLs)

English Language Learners will continue to receive mandated services during remote instruction.

- ENL instruction will be provided through virtual push-in or pull-out models.
 - Instruction will include language supports, scaffolding, and opportunities for oral language development.
 - Teachers will collaborate with ENL staff to ensure accessibility of content.
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8. Technology Access and Support

Green Tech High School will work to ensure that all students have access to necessary technology.

- School-issued devices will be distributed as needed.
- Families will be surveyed to identify connectivity needs.
- Technical support will be provided to students and families to address access issues.

Students who experience ongoing barriers will receive additional support or alternative instructional materials when feasible.

9. Family Communication

Clear and consistent communication with families is a priority during emergency remote instruction.

- Families will receive information regarding schedules, expectations, and access to instruction via email, phone, and the school website.
 - Translation services will be provided as needed.
 - Families will be informed of whom to contact for academic, technical, or social-emotional concerns.
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10. Social-Emotional Learning and Student Well-Being

Green Tech High School recognizes the importance of student well-being during emergencies.

- Counselors and support staff will remain available to students through virtual meetings and check-ins.
 - Teachers will incorporate SEL practices into remote instruction.
 - Students demonstrating signs of distress will be referred to appropriate support services.
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11. Monitoring and Review

- School leadership will monitor the implementation of the ERI Plan throughout the emergency period.
 - Feedback from students, families, and staff will be used to make necessary adjustments.
 - The plan will be reviewed annually and updated as needed to remain aligned with NYSED guidance and school needs.
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