

**\* Policy and Procedure**

---

***\* This policy has been revised to include the requirements of the NJDOE Guidance: The Road Back: Restart and Recovery.***

REMOTE LEARNING

In response to State directives regarding reopening school with adequate precautions to prevent the spread of this contagious disease, the board shall provide in-person, fully virtual and hybrid learning opportunities for all students. The board of education shall support a program of in-person, fully virtual and hybrid learning that:

- A. Prioritizes the health, safety, and wellness of students and staff;
- B. Maintains the continuity of learning;
- C. Facilitates equity and ease of access to communications and resources;
- D. Flexibly accommodates the needs and varying circumstances of all learners;
- E. Incorporates educators, students, parents/guardians, board members and other community members into the entire analysis and planning cycle.

The virtual learning program may consist of synchronous and asynchronous tools. Synchronous tools provide ways of accessing and providing information that require interaction with others to occur at the same time (i.e., online classrooms, interactive webinars, videoconferencing). Asynchronous tools provide ways of accessing and providing information that does not require interaction with others to occur at the same time (i.e., forums, blogs, email, website links, etc.).

The length of the school day for in-person, fully virtual and hybrid learning programs shall be in accordance with N.J.A.C. 6A:32-8.3, stating that a school day shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day in kindergarten. District policy 5113 Attendance, Absences and Excuses shall apply and attendance shall be recorded in all educational programs. The attendance and instructional contact time shall accommodate opportunities for both synchronous and asynchronous instruction and ensure that the requirements for a 180-day school year are met.

Additional Anticipated Minimum Standard

The New Jersey Department of Education (NJDOE) Anticipated Minimum Standard provides that, in addition to the methods and considerations explicitly referenced in the NJDOE guidance, *The Road Back: Restart and Recovery Plan for Education*, for scheduling students for in-person, remote, or hybrid learning, families/guardians may submit, and the district shall accommodate, requests for full time remote learning. Such requests may include any service or combination of services that would otherwise be delivered on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education and related services. A family/guardian may request that some services be delivered entirely remotely, while other services follow the same schedule they otherwise would according to the district's reopening plan.

A. Unconditional Eligibility for Full-Time Remote Learning

All students shall be eligible for full-time remote learning. Eligibility shall not be conditioned on a family/guardian demonstrating a risk of illness or other selective criteria. This includes students with disabilities who attend school in-district or are placed at receiving schools (county special services school districts, educational services commissions, jointure commissions, Katzenbach School for the Deaf, regional day schools, college operated programs, and approved private schools for students with disabilities).

REMOTE LEARNING (continued)

## B. Procedure to Transition to a Full-Time Remote Learning Program

1. Students will be placed into the hybrid learning program unless parents request in writing that their child be placed in the fully remote program.
2. Once transitioned from the hybrid learning program to the fully remote learning program, the student must remain in the fully remote learning program for at least 20 school days before a request may be made to return to the hybrid learning program.
3. The request shall be submitted to the principal by August 18, 2020 in order to begin the school year in the remote learning program.
4. During the school year that request shall be submitted to the principal at least 10 school days prior to the change of program being made.
5. Requests shall be approved no more the 5 school days after the receipt of the request.
6. Questions and concerns may be directed to the principal.
7. Parents shall submit the following information or documentation with their request. The documentation shall not exclude any students from the school's full-time remote learning option but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning:
  - a. Does the child have access to a computer, laptop or tablet with a camera and sound?
  - b. Does the child have access to high speed unlimited Internet?
  - c. Does the child have an IEP?

The district shall make a reasonable effort to support the remote instruction by facilitating Internet access and/or providing a laptop.

8. For students with disabilities, the Supervisor of Special Services shall determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.
9. Parent shall submit a request according to the procedures above for transitioning their student from in-person or hybrid delivery to full-time remote delivery.
10. Parents are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or online) during the transition period.
11. Teachers, administrators and other school staff shall endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the district's remote learning option.

Upon satisfaction of these minimum procedures, the principal shall approve the student's full-time remote learning request.

## C. Scope and Expectations of Full-Time Remote Learning

A student participating in the board's full-time remote learning option shall be afforded the same quality and scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in a hybrid model). This includes but is not limited to:

1. Access to standards-based instruction of the same quality and rigor as that afforded all other students of the district;
2. The district shall make its best effort to ensure that every student participating in remote learning has access to the requisite educational technology;
3. Special education services and related services shall be provided to the greatest extent possible.

## D. Procedure to Transition from Full-Time Remote Learning Program to the Hybrid Learning Program

Parents shall submit a request to transition from full-time remote learning to the hybrid learning program according to the following procedure:

1. During the school year that request shall be submitted to the principal at least 10 school days prior to the change of program being made.

REMOTE LEARNING (continued)

2. Once transitioned from the fully remote learning program to the hybrid learning program, the student must remain in the hybrid learning program for at least 20 school days before a request may be made to return to the fully remote learning program.
3. Requests shall be approved no more the 5 school days after the receipt of the request.
4. Questions and concerns may be directed to the principal.
5. Students transitioning to the hybrid learning program may be required to submit to an academic assessment prior to being placed in a class. Remediations shall be provided for students that need them.
6. For students with disabilities, the Supervisor of Special Services shall determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.
7. Parents are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or online) during the transition period.

Upon satisfaction of these minimum procedures, the principal shall approve the student's hybrid learning request.

## E. Procedures for Communicating District Policy with Families

Teaching staff members and administrators shall provide clear and frequent communication with families/guardians, in their home language, and shall ensure that communication opportunities are as readily accessible as possible. Communication shall include but shall not be limited to, information regarding:

1. Summaries of, and opportunities to review, the district's full-time remote learning policy and attendance policy;
2. Procedures for submitting full-time remote learning requests;
3. Scope and expectations of full-time remote learning;
4. Procedures for transition from full-time remote learning to in-person services and vice-versa;
5. The district's procedures for ongoing communication with families and for addressing families' questions or concerns;
6. Teaching staff members who are teaching remote classes shall have office hours to address questions and concerns. Teachers shall notify the families/guardians of their students regarding the time of the office hours and the method of contact (email, text, video or teleconference).

## F. Reporting

To evaluate full-time remote learning, and to continue providing meaningful guidance for districts, the New Jersey Department of Education (NJDOE) may require districts to report to the NJDOE data regarding participation in full-time remote learning. Data will include the number of students participating in full-time remote learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners. The chief school administrator shall ensure that such reports are completed efficiently.

Adopted: September 2020

Key Words

Virtual Education, Virtual Learning, Remote Education, Remote Learning, Synchronous, Asynchronous, Transition Request

**Legal References:** N.J.S.A. 18A:6-3

Courses in constitution of United States

REMOTE LEARNING (continued)

<u>N.J.S.A.</u> 18A:33-1	District to furnish suitable facilities; adoption of courses of study
<u>N.J.S.A.</u> 18A:35-1 <u>et seq.</u>	Curriculum and courses
<u>N.J.S.A.</u> 18A:35-4.6 through -4.8	<u>Parents Right to Conscience Act of 1979</u>
<u>N.J.A.C.</u> 6A:8-3.1	Curriculum and instruction
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:9B-3.1 <u>et. seq.</u>	State Board of Examiners and certification
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:9B-5, -6, -8, -9, -10, -11, -12, -14	
<u>N.J.A.C.</u> 6A:14-3.7	Individualized education program
<u>N.J.A.C.</u> 6A:14-4.1	General requirements
<u>N.J.A.C.</u> 6A:23A-9.5	Commissioner to ensure achievement of the New Jersey Student Learning Standards
<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C.</u> 6A:32-8 <u>et seq.</u>	Student attendance and accounting

New Jersey Department of Education: *Clarifying Expectations Regarding Full Time Remote Learning Options for Families in 2020-2021* (Supplementary to *The Road Back: Restart and Recovery Plan for Education*); July 24, 2020. See:

<https://nj.gov/education/reopening/updates/docs/7.24.20%20RtR%20Fulltime%20Remote%2>

**Possible**

<b><u>Cross References:</u></b>	*2224	Nondiscrimination/affirmative action
	*6121	Nondiscrimination/affirmative action
	*6122	Articulation
	*6140	Curriculum adoption
	*6142.1	Family life education
	*6142.2	English as a second language; bilingual/bicultural
	*6142.4	Physical education and health
	*6142.6	Basic skills
	*6142.9	Arts
	*6142.12	Career education
	*6146	Graduation requirements
	*6147	Standards of proficiency
	*6164.2	Guidance services
	*6171.1	Remedial instruction
	*6171.2	Gifted and talented
	*6171.4	Special education
	*9130	Committees

\*Indicates policy is included in the Critical Policy Reference Manual.

## **PROCEDURE FOR TRANSITIONING Remote Learning to Hybrid Learning or Hybrid Learning to Remote Learning**

### **Procedure to Transition to a Full-Time Remote Learning Program**

1. Students will be placed into the hybrid learning program unless parents request in writing that their child be placed in the fully remote program.
2. Once transitioned from the hybrid learning program to the fully remote learning program, the student must remain in the fully remote learning program for at least 20 school days before a request may be made to return to the hybrid learning program.
3. The request shall be submitted to the principal by August 18, 2020 in order to begin the school year in the remote learning program.
4. During the school year that request shall be submitted to the principal at least 10 school days prior to the change of program being made.
5. Requests shall be approved no more the 5 school days after the receipt of the request.
6. Questions and concerns may be directed to the principal.
7. Parents shall submit the following information or documentation with their request. The documentation shall not exclude any students from the school's full-time remote learning option but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning:
  - a. Does the child have access to a computer, laptop or tablet with a camera and sound?
  - b. Does the child have access to high speed unlimited Internet?
  - c. Does the child have an IEP?

The district shall make a reasonable effort to support the remote instruction by facilitating Internet access and/or providing a laptop.

8. For students with disabilities, the Supervisor of Special Services shall determine if an IEP meeting or an amendment to a student's IEP is needed for full-time remote learning.
9. Parent shall submit a request according to the procedures above for transitioning their student from in-person or hybrid delivery to full-time remote delivery.
10. Parents are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or online) during the transition period.
11. Teachers, administrators and other school staff shall endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the district's remote learning option.

Upon satisfaction of these minimum procedures, the principal shall approve the student's full-time remote learning request.

### **Procedure to Transition from Full-Time Remote Learning Program to the Hybrid Learning Program**

Parents shall submit a request to transition from full-time remote learning to the hybrid learning program according to the following procedure:

1. During the school year that request shall be submitted to the principal at least 10 school days prior to the change of program being made.

REMOTE LEARNING (continued)

2. Once transitioned from the fully remote learning program to the hybrid learning program, the student must remain in the hybrid learning program for at least 20 school days before a request may be made to return to the fully remote learning program.
3. Requests shall be approved no more the 5 school days after the receipt of the request.
4. Questions and concerns may be directed to the principal.
5. Students transitioning to the hybrid learning program may be required to submit to an academic assessment prior to being placed in a class. Remediations shall be provided for students that need them.
6. For students with disabilities, the Supervisor of Special Services shall determine if an IEP meeting or an amendment to a student’s IEP is needed for full-time remote learning.
7. Parents are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or online) during the transition period.

Upon satisfaction of these minimum procedures, the principal shall approve the student’s hybrid learning request.

**Parent Request to Change Programs Between Hybrid Learning and Fully Remote Learning**

- During the school year that request shall be submitted to the principal at least 10 school days prior to the change of program being made.
- Requests shall be approved no more the 5 school days after the receipt of the request.
- Questions and concerns may be directed to the principal.
- Parents are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or online) during the transition period.

Parent / Guardian Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Child’s Name: \_\_\_\_\_

Grade: \_\_\_\_\_

**Request to Change from Hybrid Learning to Full-Time Remote Learning Requests**

Does your child have access to a computer, laptop or tablet with a camera and sound:      Yes \_\_\_\_      No \_\_\_\_

Does your child have access to high speed unlimited Internet:      Yes \_\_\_\_      No \_\_\_\_

Does your child have an IEP:      Yes \_\_\_\_      No \_\_\_\_

Signature of the Parent / Guardian: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Signature of Supervisor of Special Service for Children with IEPs: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Principal:    Approved: \_\_\_\_\_    Disapproved: \_\_\_\_\_    Parent Notified Date: \_\_\_\_\_

Teacher(s) Notified Date: \_\_\_\_\_      Date New Program Begins: \_\_\_\_\_

Technology Department Notified by Principal Date: \_\_\_\_\_

REMOTE LEARNING (continued)

**Request to Change from Full-Time Remote Learning to the Hybrid Learning Program**

Has your child been tested for COVID-19? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, please provide the results of that screening.

**All students will be screened for symptoms of COVID-19 prior to entering the Hybrid Learning Program.**

Does your child have an IEP: Yes \_\_\_\_\_ No \_\_\_\_\_

Does your child have a school owned laptop: Yes \_\_\_\_\_ No \_\_\_\_\_

Does your child have a school owned Internet device: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of the Parent / Guardian: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Signature of Supervisor of Special Service for Children with IEPs: \_\_\_\_\_ Date: \_\_\_\_\_

Action by Principal: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Parent Notified Date: \_\_\_\_\_

Teacher(s) Notified Date: \_\_\_\_\_ Date New Program Begins: \_\_\_\_\_

Technology Department Notified by Principal Date: \_\_\_\_\_

Signature of Transportation Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

If transportation is needed, it will be arranged as quickly as possible but may exceed the 10-school day timeline.