

# PAULSBORO PUBLIC SCHOOLS

## 2020 - 2021

### 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.
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.

# PAULSBORO PUBLIC SCHOOLS

## 2020 - 2021

### 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: \_\_\_\_\_

### 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.