

Salem County Vocational-Technical School & Salem County Special Services School District
Virtual Learning Option: Remote Learning Plan

NJDOE Requirements:

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.

Virtual Philosophy:

The virtual learning program will 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 Google Meetings/Hangouts, 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, previously created video lessons, blogs, email, website links, etc.).

Length of The Virtual Day:

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. Virtual hours consist of electronic time as well as time to complete assignments.

The following recommendations and guidelines are presented as suggested minimum and maximum times of engagement by each student in remote learning activity/subject area.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes	60 minutes	3-5 minutes
K	30 minutes	90 minutes	3-5 minutes
1-2	45 minutes	90 minutes	5-10 minutes
3-5	60 minutes	120 minutes	10-15 minutes
6-8	90 minutes	180 minutes	1 subject area/class
9-12	120 minutes	270 minutes	1 subject area/ class

Attendance:

Absences shall apply and attendance shall be recorded in all educational programs including remote learning. 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).

B. Procedures for Submitting Full-Time Remote Learning Requests

Recognizing that planning is required in order to provide continuity in the student’s educational program and arranging the appropriate staff and resources, a family/guardian shall submit a request for full-time remote learning, including requests to begin the school year receiving full-time remote learning and requests to transition from in-person or hybrid services to full-time remote learning during the school year. Procedures for submitting the request are as follows:

1. The request for the 100% virtual option shall be submitted to the principal at least ten (10) school days before the start of the trimester/marking period as follows:

School	Request Deadline for First Semester	Request Deadline for Second Semester	
Salem County Vocational-Technical School	Not offered for 2021-2022	If DOE initiates timeline will be developed.	
Salem County Special Services School District	Not offered for 2021-2022	If DOE initiates timeline will be developed.	

2. Requests shall be approved within five (5) school days of the receipt of the request;
3. Questions and concerns may be directed to the building principal;
4. The family/guardian 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. Verification of the technology necessary to receive remote instruction (including camera and speaker capability) and assurance that the student will have access to the device for the length of the school day;
 - b. Verification of internet access and/or Wi-Fi sufficient to receive remote instruction

NOTE: Families/guardians with limited access to equipment or the internet shall inform the principal. The district will make a reasonable effort to support the remote instruction by facilitating services and/or providing equipment.

5. For students with disabilities, the district shall determine if an IEP meeting or an amendment to a student’s IEP is needed for full-time remote learning.

6. Families/guardians shall submit a request according to the procedures above for transitioning their student from in-person or hybrid delivery to full-time remote delivery;
7. The request to return to in-person learning shall be submitted to the principal as per the deadlines as follows:

School	Request Deadline for First Semester	Request Deadline for Second Semester	
Salem County Vocational-Technical School	Not offered for 2021-2022	If DOE initiates timeline will be developed.	
Salem County Special Services School District	Not offered for 2021-2022	If DOE initiates timeline will be developed.	

8. Families/guardians are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or video or tele conferences) during the transition period;
9. School teachers, administrators and other school staff shall endeavor to provide supports and resources to assist families/guardians, particularly those of younger students, with meeting the expectations of the district’s remote learning option.

Upon satisfaction of these minimum procedures, the district 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. Procedures to Transition from Full-Time Remote Learning to the In-Person Educational Program

A student shall be eligible to transition back to the in-person educational program (see deadlines above) by semester/marking period. This will allow families/guardians to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction. The family/guardian shall submit a request to transition from full-time remote learning to the in-person educational program according to the following procedures:

1. The request shall be submitted to the principal at least ten (10) school days before the start of the trimester/marking period. The principal may consider requests submitted during the semester on a case by case basis;
2. Requests shall be approved within five (5) school days after the receipt of the request;
3. Questions and concerns may be directed to the principal;
4. The family/guardian shall submit the following information or documentation with their request. The documentation shall not exclude any students from the school's in-person educational program, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of a successful transition to the in-person education program:
 - a. Summary of synchronous and asynchronous learning opportunities successfully completed;
 - b. Summary of synchronous and asynchronous learning opportunities still working through;
 - c. The student shall submit the SCVTS/SCSSSD COVID screening process (should one be needed) upon reentry to the school;
5. Students transitioning to the in-person educational 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. Families/guardians are expected to cooperate in setting up the transition and may be required to participate in scheduled meetings (in-person or video or teleconferences) during the transition period.

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) will 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 Superintendent shall ensure that such reports are completed efficiently.

G. Safe Delivery of Meals

The district has made arrangements for meals to be prepared, packaged, and made available to students through a designated pick-up location at the Salem Tech cafeteria. Food service staff will provide breakfast and lunch pick-ups each Monday from 9:00 - 11:00 a.m. for that week for the time that school is closed.

Legal References: N.J.S.A. 18A:6-3 Courses in constitution of United States
N.J.S.A. 18A:33-1 District to furnish suitable facilities; adoption of courses of study
N.J.S.A. 18A:35-1 et seq. Curriculum and courses
N.J.S.A. 18A:35-4.6

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

Mandated Policy Cross References:

Nondiscrimination/affirmative action
 Articulation
 Curriculum adoption
 Family life education
 English as a second language; bilingual/bicultural
 Physical education and health
 Arts
 Career education
 Graduation requirements
 Standards of proficiency
 Guidance services
 Remedial instruction
 Gifted education
 Special education
 Committees