

## **Virtual or Remote Instruction Plan Attestation for the 2021-2022 School Year**

Scotch Plains-Fanwood Public Schools has developed an educational plan for remote instruction when schools need to be closed due to the conditions and criteria outlined in the “Local Educational Agency Guidance for Virtual or Remote Instructional Program for the 2021-2022 school year.” This plan provides for the continuity of instruction in the event of a public health related district closure so that the district may utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A 18A:7F-9.

### **Notification/Communication**

- The district will establish and maintain communication with local and state authorities to determine current mitigation levels in our community.
- The district will provide ongoing public notice to the school community regarding operations, facilities, procedures, and health protocols.
- The district recognizes students have many different levels of in-home support and will continue to facilitate family participation to the maximum extent possible, and will utilize multiple platforms to reach families. These platforms include, but are not limited to, Googlemeets, the district and schools’ webpages, social media, messaging applications, and emails.
- The district will continue to involve parents/guardians in district and school level planning teams to the maximum extent possible.

### **Equitable Access to Instruction for All Students**

Since 2020 all Scotch Plains-Fanwood public schools have operated a 1:1 device program for students in grades PK-12. The devices are for use in class and when students are at home. Students without access to sufficient broadband are provided guidance on obtaining internet services at a reduced cost or Wifi hotspots procured by the district and provided to families for home use.

The district IT team will answer remote learning technology questions via the helpdesk (<https://helpdesk.spfk12.org>). All faculty and students have access to Google GSuite–the district’s recommended means of facilitating online interaction with students.

The district technology department will continue to monitor and address the needs of families and staff who report technological difficulties and/or who request an additional device(s) throughout the year to prevent lapses in student access to remote online instruction as district or family circumstances evolve. The student’s parent/guardian

should reach out to the student’s teacher if the student is having difficulty with their technology.

**Remote Instruction Daily Schedules**

Should a district closure of more than three consecutive days due to a declared state of emergency occur, all grades PK-12 will participate in fully-remote online learning instruction in all enrolled classes via video-conferencing, Google Classroom and other digital tools. All students will participate in synchronous learning together with their teachers during their assigned class schedule following the single session schedule or full day schedule already established.

A school day will consist of not less than 240 minutes of student engagement, not including recess and lunch.

**Single Session Schedule**

<b>Preschool</b>	
AM Students Login	8:25 a.m.
AM Instruction	8:35-10:35 a.m.
PM Students Login	10:40 a.m.
PM Instruction	10:40-12:40 p.m.
<b>Grades K-4</b>	
Students Login	8:25 a.m.
Instruction Begins	8:35 a.m.
Instruction Ends	12:40 p.m.
<b>Grades 5-8</b>	
Students Login	7:55 a.m.
Instruction Begins	8:10 a.m.
Instruction Ends	12:20 p.m.
<b>Grades 9-12</b>	
Instruction Begins (Block One)	8:08 a.m.
Instruction Ends (Block Four)	12:08 p.m.

**Full Day Schedule**

<b>Preschool</b>	
AM Students Login	8:25 a.m.
AM Instruction	8:35-11:20 a.m.
PM Students Login	12:20 p.m.
PM Instruction	12:20-3:10 p.m.
<b>Grades K-4</b>	
Students Login	8:25 a.m.
Instruction Begins	8:35 a.m.

Instruction Ends	3:10 p.m.
<b>Grades 5-8</b>	
Students Login	7:55 a.m.
Instruction Begins	8:10 a.m.
Instruction Ends	2:42 p.m.
<b>High School</b>	
Block 1 (A/B) Login	8:08 a.m.
Instruction Ends	2:24 p.m.

When the single session schedule is followed staff are scheduled to work a regular contractual schedule. Start and end times will remain consistent. Once instruction is completed in the morning session, staff will have opportunities in the afternoon for a duty-free lunch, remote/virtual learning check in time, and time for planning on a certain day(s).

When students in Grades 6-12 follow a schedule of shortened periods/blocks to align with the required length of a remote day, the following “instructional minutes” guidelines will be adhered to in grades K-5 in order to account for the required length of a remote instruction day:

20 minutes	Morning Meeting/SEL
40 minutes	Reading
35 minutes	Writing
15 minutes	Snack & Movement Activity
45 minutes	Mathematics
30 minutes	Art, Music, PE, World Languages, Library/Media
15 minutes	SEL, Read Aloud and/or Word Study
40 minutes	Science/Social Studies

### **School Lunch Program**

During periods of 100% remote online instruction for the district, “grab and go” style bagged lunches will be delivered to the homes of all students requiring Free and Reduced meals by district transportation personnel.

## **Ensuring the Delivery of Special Education and Related Services to Students with Disabilities**

- Remote online learning instruction opportunities will vary by grade level, will be virtual and utilize learning activities aligned to the district provided curricula.
- The Special Education schedule follows the General Education schedule.
- For classified students or those with a 504 plan, provisions will be made to provide a remote program of studies to the greatest extent possible with the student's IEP/504 plan. Related services will be provided in-person and/or remotely when possible and if allowable.
- The impact of the remote setting will be taken into consideration to meet the individual needs of students.
- IEP meetings via "Google Meet" or phone will take place as per scheduled times.