

## 1648.02 REMOTE LEARNING OPTIONS FOR FAMILIES (M)

On July 24, 2020, the New Jersey Governor and the Commissioner of Education published a supplemental guidance document titled “Clarifying Expectations Regarding Fulltime Remote Learning Options for Families 2020-2021” as a result of the COVID-19 pandemic. This supplemental guidance includes an additional “anticipated minimum standard,” as this phrase is used throughout “The Road Back: Restart and Recovery Plan for Education” (NJDOE Guidance). This additional “anticipated minimum standard” provides that, in addition to the methods and considerations explicitly referenced in the NJDOE Guidance for scheduling students for in-person, remote, or hybrid learning, families/guardians (hereinafter referred to as “parents”) may submit, and school districts shall accommodate, requests for full-time remote learning. The full-time remote learning will be referred to as “Full-time Remote Choice” in Policy 1648 and district communications.

Requests for full-time remote learning may include any service or combination of services that would otherwise be delivered to students on an in-person schedule, which may be a hybrid schedule, such as instruction, behavioral and support services, special education, and related services.

A parent may contact the Principal or designee of the building with any questions on: a request to transition from the Hybrid Schedule with in-person learning to full-time remote learning; a request to transition from full-time remote learning to the Hybrid Schedule with in-person learning; the procedures of this Policy; and/or any other information regarding the school district’s Plan and Policy 1648.

To ensure clarity and consistency in implementation of full-time remote learning, the Board of Education adopts this Policy that addresses the following:

- A. Unconditional Eligibility for Full-time Remote Learning
  1. All students are eligible for full-time remote learning.
    - a. Eligibility for full-time remote learning cannot be conditioned on a parent demonstrating a risk of illness or other selective criteria.
    - b. Unconditional eligibility for full-time remote learning includes students with disabilities who attend in-district schools or 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

1. A parent may request a student receive full-time remote learning from the school district by submitting a request to the Principal or designee of the school. To request full-time remote learning at the beginning of the school year, the parent will be required to complete a form in the Genesis Parent Portal at least 20 calendar days before the student is eligible to commence full-time remote learning.

A student that chooses to transition to full-time remote learning during the school year must provide a request to the Principal or designee at least 5 calendar days before the student is eligible to commence full-time remote learning.

2. The request for the student to receive full-time remote learning shall include:
  - a. The student's name, school, and grade;
  - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
  - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
  - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
  - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational



services as any other student otherwise participating in school district programs.

- (1) The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district'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.
  3. Upon receiving the request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
  4. The Principal or designee will review the request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide approval of the parent's request for full-time remote learning.
    - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.
  5. The Principal's written approval of the request shall be provided to the parent within five (5) calendar days of receiving the parent's request.
    - a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.
- C. Scope and Expectations of Full-Time Remote Learning
1. The scope and expectations of the school district's full-time remote learning program will include, but not be limited to, the following:



- a. The length of the school day pursuant to N.J.A.C. 6A:32-8.3 and compliance with the Board's Attendance Policy and Regulation 5200; the provisions of the district's remote learning program outlined in the school district's Plan; and any other Board policies and regulations that govern the delivery of services to, and district expectations of, students participating in the remote learning program and their families;
  - b. The technology and the connectivity options to be used and/or provided to the student during remote learning; and
  - c. Any additional information the Principal or designee determines is needed to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs (i.e. students participating in a Hybrid Schedule).
    - (1) This includes, for example, access to standards-based instruction of the same quality and rigor as afforded all other students of the district, the district making its best effort to ensure that every student participating in remote learning has access to the requisite educational technology, and the provision of special education and related services to the greatest extent possible.
  - d. The school district will endeavor to provide supports and resources to assist parents, particularly those of younger students, with meeting the expectations of the school district's remote learning option.
- D. Procedures to Transition from Full-Time Remote Learning to the Hybrid Schedule with In-Person Learning
1. A parent may request their student transition from full-time remote learning to the Hybrid Schedule with in-person learning, if in-person learning is being provided, by submitting a written request to the Principal or designee of the building. This request must be submitted at least 14 calendar days before the beginning of the marking period before the student will be eligible for the Hybrid Schedule with in-person learning.



2. A student is only eligible to transition from full-time remote learning to the Hybrid Schedule with in-person learning commencing at the beginning of a marking period.
3. The request from the parent for the student to transition from full-time remote learning to the Hybrid Schedule with in-person learning shall include:
  - a. The student's name, school, and grade;
  - b. The Hybrid Schedule with in-person learning may only commence for a student transitioning from full-time remote learning to the Hybrid Schedule with in-person learning in accordance with D.2. above; and
  - c. Any additional information the Principal or designee determines would be important on the student's transition from full-time remote learning to the Hybrid Schedule with in-person learning.
4. A student previously approved for remote learning wanting to transition into the school district's Hybrid Schedule with in-person learning must spend at least one marking period in remote learning before being eligible to transition into the school district's Hybrid Schedule with in-person learning.
  - a. This will allow parents to make the arrangements needed to effectively serve students' home learning needs and will support educators in ensuring continuity of instruction for the student.
5. The Principal or designee will review the request for compliance with this Policy, and upon satisfaction of the procedures in this Policy, will provide the parent of the student a written approval of the student entering the school district's Hybrid Schedule with in-person learning.
  - a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.



6. Upon approval of the student's transition from full-time remote learning to the Hybrid Schedule with in-person learning, the school district will provide specific student and academic services to better assist parents anticipate their student's learning needs and help educators maintain continuity of services.
- E. Reporting
1. To evaluate full-time remote learning, and to continue providing meaningful guidance for school districts, it will be important for the New Jersey Department of Education (NJDOE) to understand the extent and nature of demand for full-time remote learning around the State.
    - a. The school district will be expected 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.
- F. Procedures for Communicating District Policy with Families
1. The school district will have clear and frequent communication with parents, in their home language, to help ensure this important flexibility is as readily accessible as possible. Communication must include, at a minimum, information regarding:
    - a. Summaries of, and opportunities to review, the school district's full-time remote learning Policy/Plan;
    - b. Procedures for submitting full-time remote learning requests in accordance with B. above;
    - c. Scope and expectations of full-time remote learning in accordance with C. above;
    - d. The transition from full-time remote learning to the Hybrid Schedule with in-person learning and vice-versa in accordance with B. and D. above; and



- e. The school district's procedures for ongoing communication with families and for addressing families' questions or concerns.

G. Home or Out-of-School Instruction

- 1. No provision of this Policy supersedes the district's requirements to provide home or out-of-school instruction for the reasons outlined in N.J.S.A. 18A, N.J.A.C. 6A, or any applicable Board policy unless determined otherwise by the Superintendent or designee.

[See the District's Restart and Recovery Plan – Appendix Q for the protocols/procedures for “Remote Learning Options for Families” which is outlined in the school district's Restart and Recovery Plan.]

New Jersey Department of Education Guidance Document:  
“Clarifying Expectations Regarding Fulltime Remote Learning Options for Families  
2020-2021”

Adopted: 10 August 2020

