



Elsinboro Township School District Virtual Learning Option: Virtual 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, and 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., Google Classroom, forums, previously created video lessons, 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 virtual learning activity/subject area.

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
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

Attendance:

Absences shall apply and attendance shall be recorded in all educational programs including virtual 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, virtual, or blended learning, families/guardians may submit, and the district shall accommodate, requests for full time virtual learning. Such requests may include any service or combination of services that would otherwise be delivered on an in-person or blended schedule, such as instruction, behavioral and support services, special education and related services. A family/guardian may request that some services be delivered entirely virtually, while other services follow the same schedule they otherwise would according to the district’s reopening plan.

A. Unconditional Eligibility for Full-Time Virtual Learning

All students shall be eligible for full-time virtual 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.

B. Procedures for Submitting Full-Time Virtual 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 virtual learning, including requests to begin the school year receiving full-time virtual learning and requests to transition from in-person or blended services to full-time virtual 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 CSA at least ten (10) school days before the start of the marking period as follows:

	Request Deadline for First Marking Period	Request Deadline for Second Marking Period	Request Deadline for Third Marking Period	Request Deadline for Fourth Marking Period
Elsinboro Township School District	Friday, August 14, 2020	Friday, October 30, 2020	Friday, January 15, 2021	Friday, March 26, 2021

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 CSA;
4. The family/guardian can submit the information by mail or by visiting the following link: <https://forms.gle/YkdocwHq87dXLnQQ6>
5. If the family/guardian submits by mail, please include the following information or documentation with their request. The documentation shall not exclude any students from the school's full-time virtual learning option, but rather be limited to the minimum information needed to ensure proper record keeping and implementation of successful virtual learning:
 - a. Verification of the technology necessary to receive virtual 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 virtual instruction

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

6. For students with disabilities, the CST shall determine if an IEP meeting or an amendment to a student’s IEP is needed for full-time virtual learning.
7. Families/guardians shall submit a request according to the procedures above for transitioning their student from in-person or blended delivery to full-time virtual delivery;
8. The request to return to in-person learning shall be submitted to the CSA as per the deadlines as follows:

	Request Deadline for First Marking Period	Request Deadline for Second Marking Period	Request Deadline for Third Marking Period	Request Deadline for Fourth Marking Period
Elsinboro Township School District	N/A	Friday, October 30, 2020	Friday, January 15, 2021	Friday, March 26, 2021

9. 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;
10. School teachers, the administrator 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 virtual learning option.

Upon satisfaction of these minimum procedures, the district shall approve the student’s full-time virtual learning request.

C. Scope and Expectations of Full-Time Virtual Learning

A student participating in the board’s full-time virtual learning option shall be afforded the same scope of instruction and other educational services as any other student otherwise participating in district programs (e.g. students participating in an on-site or blended model). This includes but is not limited to:

1. Access to standards-based instruction of the same 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 virtual 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 Virtual 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 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 virtual learning to the in-person educational program according to the following procedures:

1. The request shall be submitted to the CSA at least ten (10) school days before the start of the marking period. The CSA may consider requests submitted during the marking period 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 CSA;
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;
5. 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 the administrator shall provide clear and frequent communication with families/guardians 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 virtual learning plan and attendance policy;
2. Procedures for submitting full-time virtual learning requests;
3. Scope and expectations of full-time virtual learning;
4. Procedures for transition from full-time virtual 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 virtual 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 virtual 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 virtual learning. Data will include the number of students participating in full-time virtual learning by each of the following subgroups: economically disadvantaged; major racial and ethnic groups; students with disabilities; and English learners. The CSA shall ensure that such reports are completed efficiently.

Legal References:	<u>N.J.S.A. 18A:6-3</u>	Courses in constitution of United States
	<u>N.J.S.A. 18A:33-1</u>	District to furnish suitable facilities; adoption of courses of study
	<u>N.J.S.A. 18A:35-1 et seq.</u>	Curriculum and courses
	<u>N.J.S.A. 18A:35-4.6 through -4.8</u>	<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 Virtual Learning Options for Families in 2020-2021* (Supplementary to *The Road Back: Restart and Recovery Plan for Education*); July 24, 2020.

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