that everyone has equitable access to technology to participate in virtual learning.

    b. Digital divide issues will be monitored through telephone communication with parents when it is evident that the student will not be able to participate or is not currently participating. For example, if a student was not present and the parent did not call to report an absence then the parent will be called to determine if the absence is truly an absence or a digital divide issues that needs to be addressed.

    c. Administration will continue to have building access to deliver devices and hotspots as needed.

5. **Learning Delivery**

    a. Synchronous learning: Students will be provided synchronous learning opportunities via Zoom or Google Meet for academics, related services, and content area classes such as Culinary or Horticulture.

    b. Asynchronous learning: Teachers will post work on Google Classroom that the student can complete during an independent work period.

    c. Both learning delivery methods are utilized according to the child's IEP requirements and accommodations.

6. **Social-Emotional Learning (SEL)**

    a. SEL is embedded in this document as evidenced by the varied workload and delivery models available to the students.

    b. New Road School (NRS) has 3 full-time counselors and social workers available throughout the virtual learning day to counsel and support both staff and students as per their schedule and as needed on an emergency basis.

7. **Attendance for Instructional Sessions (delivered via video to include academics and related services)**

    a. Students will be marked absent from a scheduled Zoom instruction (academic or related service) if they do not show up within the first 10 minutes of the scheduled session. That instructor is expected to attempt at least 2 contacts within those 10 minutes to help the student attend the session. If the student does not show, the session can be made up at the teacher's discretion as time permits, but it is not mandated to make up said session that a student misses on their own accord.

    b. If a teacher misses a scheduled web-based Zoom instructional session (due to absence, technical issues, etc.) then that session is required to be made up.

    c. Instructional sessions are scheduled for 25 minutes to allow for staff and students to prepare for their next video instructional session. The transition time is important for both students and staff as evidenced by feedback and data reviewed from our initial remote based learning experience.

8. **Grading Policy and Assessment of Student Growth and Learning**

    a. Students will be graded on all of their subjects using the following scale:

New Road School 2022-2023

Remote Learning Policies and Procedures

(Please note that this plan will only take effect in the event of a schoolwide closure/quarantine lasting for more than 3 consecutive days.)

1. **Schedule:**
   a. Dates: To be determined in the event of a school closure
   b. Hours: Students are scheduled for a full instructional day from 8:50 to 2:30. This includes all their academic classes and related services as mandated by their high school transcript and IEP. This accommodates 10 scheduled instructional and work periods including lunch.
   c. All staff will provide web-based video instruction contact information for instructional sessions.
   d. All staff are required to maintain their Google Classroom in the event of a closure with links for synchronous instruction and materials posted for asynchronous instruction.

2. **Student Attendance (as marked for the entire school day):**
   a. All students are expected to complete their daily work, but teachers will have the discretion to discuss workload with parents on an individual basis. All of our students have disabilities and therefore an IEP, so the school requires 4 hours of participation to be allotted credit for the school day. For example, our school day is 5 hours and 40 minutes so if a student cannot make a 30-minute class but participates in the rest of the day then they will be awarded full credit for attendance because they completed the 4 hours.
   b. The workload variance within the time requirement of 4 hours addresses the social emotional needs of our students. Not all of our students can tolerate excessive live, synchronous instruction via Zoom just as some of our students require additional synchronous learning due to their disability. The ability for our teachers to vary their day within their typical schedule provides for optimal learning and the social-emotional support needed during virtual learning.

3. **Staff Attendance**
   a. All staff are considered essential employees and are to maintain their typical contracted hours. All staff are needed to ensure all student mandates and accommodations are met, as set forth in the student's IEP>

4. **Equitable Access:**
   a. New Road School (NRS) has surveyed parents as to whether they have hardware (Chromebook, laptop, Ipad, etc) and/or internet access. For those students that do not have a device, a Chromebook will be provided to them. For students that do not have internet access, a hotspot will be provided to them. This ensures

Activity	Description	Percentage of final grade
Participation	The amount a student contributes to online lessons to the best of their abilities.	50%
Attendance	School Attendance	25%
Assessments: Assignments, projects, worksheets, IXL, Kahoot, etc	Work assigned by the teacher	25%
Final Grade	Final Grade	100%

Grading System (as in our standard policy)

Grade	Description
A	Worked to potential 90% accuracy
B	Worked to potential 85% accuracy
C	Consistent work to 75% accuracy
D	Inconsistent work 65% accuracy
F	Inconsistent work below 65%

b. Explanation of adjusted online grading policy: The grading policy reflects the recognition of the effort that the students have put in through the online learning process and how important it is to keep encouraging such participation. We have found that for many families it has been a struggle to be both parent and teacher at home. The grading policy reflects the importance of everyone's efforts along with the work completed in class.

c. Assessments: Student learning and growth will be measured using formal assessments such as tests or projects along with informal assessments such as Kahoot.

d. Credit recovery: Classes, assignments, and credit hours can be made up once in-person learning begins if the student is unable to fully participate in virtual learning due to their disability.

e. Student Lack of participation: Teachers will notify the parents and administration of a lack of participation and/or lack of completed assignments. Administration will contact the parents to investigate the cause of the lack of work/participation and develop a remediation strategy which could include modification of

assignment, new due date, or other supports as needed to promote student learning.

9. **English Language Learners (ELL):** N/A This is not applicable to our school as we do not provide ELL services.

10. **Meals:** N/A Students can secure meals from their sending districts. New Road School of Somerset (NRS) does not provide meals during virtual learning. NRS will notify the sending district School Business Administrator which students are eligible and receiving free lunch so that the district may provide those services.

11. **Facilities:** The school building will be maintained and sanitized throughout a school closure by our facilities manager, cleaning crew and administration. Activities included, but not limited to, during a closure will be running of heating cooling units, sanitizing all surfaces, running of water, and other tasks to verify that all mechanical properties of the school are in working order when staff and students return. The school will be inspected for safety after a prolonged closure prior to staff and students returning to ensure safety.

12. **Transportation:** N/A Bussing is provided by the sending district.

13. **Communication**

    a. Parents will receive an email introduction from their child's teachers.

    b. Parents are encouraged to email teachers throughout the schoolyear to address any concerns, share pertinent information, or get clarification.

    c. Staff and administration will contact parents via phone as well in case there are internet issues at the child's home to ensure prompt communication.

    d. Staff and administration will contact parents via phone, email, or other application agreed upon with the parents to discuss child progress, grading of assignments, and lack of participation.

14. **IEPs**

    a. Our school is an APSSD and therefore all of students have an IEP. The remote learning plan addresses the needs of our students with disabilities in the following manner:

        i. Students are instructed with appropriate materials and platforms

        ii. IEPs are documented via Frontline Education and maintained throughout any virtual learning period

        iii. Case managers will be contacted via email and phone to receive updates on their student's progress and to communicate any needs for meetings, testing, etc.

        iv. IEP meetings will be conducted virtually through platforms such as Zoom Google Meet, Microsoft Teams, etc. with full attendance from school employees that work with the student including all applicable teachers and related services

15. Online Etiquette

    a. Parents, please review these tips and considerations for online etiquette. Teachers have been instructed on these points and will also review with your children.

        i. Consider your appearance on the webcam. The less seriously you take the video conference, the harder it will be to teach the material or participate in the class.

        ii. Consider what is in the background of your video. Nothing is more embarrassing than an awkward or inappropriate poster or item in your background. A blank background is easiest to work with, but be considerate

        iii. Consider the lighting for your room. A poorly placed light or sitting in front of a window will create a shadowy effect. Play around with the lighting prior to logging into the video conference.

        iv. Consider your internet connection. If your internet is lagging, consider restarting your computer and be aware of how far away you are from your home internet router

        v. Remember that a video conference has the same degree of respect as a live class. Be respectful and use good manners.

16. Instructional Platforms for Remote Based Instruction

    a. Teachers and students can utilize Zoom, Google Meet, or Google Hangouts for synchronous video instruction.

    b. New Road School utilizes G-Suite for Google Classroom management. All students are provided with IDs and have full access to our Google Suite capabilities.

    c. Students can use web-based programs such as Moby Max, Oneder Academy and IXL.

17. 21st Century Community Learning Center programming

    a. To provide career exploration activities for 21st century learning and Work-Based Learning (WBL) experiences, our staff utilizes in house equipment to provide synchronous instruction on an array of activities. For example, our C-tech instructor models equipment and uses verbal assessments to train the students on equipment that they could encounter on an off-campus work internship site.

    b. Other specialists that have also provided synchronous instruction for our WBL students are:

        i. Culinary: Students will work on creating recipes, measuring, and ServSafe certification through synchronous video instruction

        ii. Horticulture: Students will work on mini greenhouse kits through synchronous video instruction that allowed the student and teacher to have the same materials so that as the students began growing seeds and

potting plants the teacher could see in real time how the student was applying the information from the lesson.

   iii. Graphic Design: Students will be able to access graphic design software from home and on campus. Instructor will use project-based learning to deliver the graphic design curriculum.

   iv. Production: Students will be able to fabricate items such as mugs, t-shirts, mouse pads, and other identifiable items. The instructor will have the students design the items and the instructor will model and perform the actual fabrication on campus via synchronous video instruction.

18. Other areas that may or may not apply to New Road School (NRS)

   a. Accelerated or extended learning opportunities: Our students' programs are set forth by the provisions in their IEP therefore NRS does not offer accelerated or extended learning opportunities.

   b. Title 1: NRS does not offer Title 1; NRS is not a Title 1 school.

   c. Extra-curricular activities: NRS does not provide after school programming

   d. Childcare: NRS does not provide childcare services

   e. Community programming: NRS does not provide community programming