



## Summit Academy Remote Instruction Plan

2023-2024 school year

### I. Reason for Plan:

An emergency remote instruction plan is required beginning in the 2023-2024 school year based on the amendments to the regulations of the Commissioner of Education part 200.7 that went into effect 1/25/2023.

### II. Definitions:

Remote Instruction: Part 100.1:

- There must be regular and substantive daily interaction between the student and teacher. Substantive does not mean the entirety of a 5 hour school day.
- Remote instruction must encompass synchronous instruction provided through digital video-based technology and may include asynchronous instruction to complement synchronous instruction.
- Remote instruction may encompass non-digital and audio based asynchronous or synchronous instruction when it is more appropriate for students' educational needs. Non-digital and audio based instruction means that materials are accessed in a paper format while student teacher interaction occurs via telephone or other audio platform.

When remote instruction can be provided:

- Remote instruction can only be used in a situation where an entire school building would otherwise be closed due to an emergency including but not limited to, adverse weather conditions, impairment of heating, insufficient water supply, shortage of fuel, destruction of a building or a communicable disease outbreak.
- If remote instruction is provided on these days, the day can be counted in the school's 180 day requirement. However, this is not mandatory and traditional snow days or closing days can still be used as long as 180 days are reached.
- The superintendent must certify on a form prescribed by the State Education department that the school was scheduled to be in session and that remote instruction needed to be provided. The number of hours of instruction must be documented. The superintendent must also certify that remote instruction was provided in accordance with the Remote Instruction Plan.

Summit Academy will continue to build snow days into the school calendar. Summit plans to use traditional snow days and NOT provide remote instruction for single day closures. Remote instruction on snow days will only occur if all the snow days built into Summit Academy's calendar have been used and additional days are still necessary.

Summit Academy will implement this Remote Instruction Plan for serious and long-term emergencies as outlined in the definitions above. This plan will be activated for an entire building and will apply to all

students in the building. It will NOT be activated for individual students. Any student who is unable to attend school must request a CPSE/CSE meeting with their school district to discuss alternative placement options.

### **III. Policies and procedures to ensure students have access to remote instruction:**

It is the responsibility of the student's school district of residence to ensure that the student has appropriate connectivity and/or devices to access remote instruction. Summit Academy will survey families annually to determine any technology barriers (see sample survey – attachment A). Summit Academy will inform the appropriate school districts of any identified technology barriers and will assist districts, as needed, with possible solutions.

### **IV. Expectations for staff as to the amount of time in synchronous and asynchronous (supplementary) instruction:**

When this Remote Instruction Plan is activated, it is expected that synchronous remote instruction will be available at least 4 hours each school day. Classroom teachers will lead the process of planning and overseeing this instruction. Teaching assistants, classroom aides and behavior support consultants will also be available to support this instruction.

All instruction will be delivered using the Microsoft Teams platform. The ability to break off into smaller instructional groups will be possible in Teams. The use of smaller groups and individual instruction will be determined by the classroom teacher based on the abilities of the students and availability of staff.

Due to the high support needs of most Summit Academy students, it is expected that a parent or other responsible adult will need to be present with the student to prompt and reinforce remote learning. Materials and activities to support synchronous instruction will be provided as needed based on the student's goals. Parents must note that instruction will be provided in a group format and therefore confidentiality cannot be guaranteed.

In addition to instruction provided by the classroom team, Summit Academy's Physical Education teachers, creative arts teachers and media staff will be expected to develop and deliver instructional content for large groups of students at least twice per week according to a pre-determined schedule (i.e. the remote Summit schedule – Attachment B). If the remote plan is activated, caregivers may be asked to pick up additional asynchronous materials in the event of a significant closure period.

Classroom teachers are expected to develop a remote instructional schedule for their classroom. This schedule will be sent home to parents at the beginning of the school year for use if this Remote Instruction Plan is activated. Parents will be notified that the remote plan is being activated through Summit's School Messenger alerts system and/or Class Dojo. Classroom teachers are also responsible for developing remote lesson plans and updating/creating student's continuity of learning plans.

Summit's supervisory staff and administrators are expected to provide oversight to ensure that the remote instruction plan is carried out. Supervisors can also be available during some of the remote instruction sessions to provide parent support and education when needed.

Summit Academy reserves the right to adjust this plan based on the length or nature of the school closure.

**V: How will instruction occur for those whom remote instruction by digital technology is not available or appropriate?**

Because Summit Academy will be using Microsoft Teams to provide remote instruction, digital technology is not required. Parents/student can join a remote instruction session by using a telephone with audio only.

**VI. How will related services mandates (as outlined in the IEP) be provided?**

Summit Academy's related services department will attempt to provide all scheduled speech, physical therapy, and occupational therapy sessions through remote instruction when this plan is activated. Parents will be sent a link to join the remote related service session at the student's regularly scheduled date and time. Schedules cannot be adjusted to accommodate parent requests.

**VII. Applicability of plan:**

This Remote Instruction Plan applies to students attending Summit Academy's preschool or school-age classrooms (including Summit Academy Enhanced). Any students receiving related services only shall have instruction provided according to 1) the school district of residence's emergency remote instruction plan, or 2) as specified in the students' IEP, or 3) as specified in the contingency plan developed by the CPSE/CSE. Remote instruction will only be provided to those who are existing Summit Academy students at the time the plan is activated.

**VII. Review of public comments:**

This plan was posted for public comment and shared with parents, staff and other stakeholders during the month of August 2023. Fewer than 10 comments were received. Most comments were from staff and contained procedural questions about implementing the plan. Those questions were internally addressed by the Principal. A comment was received from the parent of a student stating that remote instruction was detrimental to student learning and that the plan should never be activated. The purpose of this plan is not to debate the value of remote instruction. In-person schooling is always the preferred option. However, Summit is required by the New York State education department to have a plan for use in emergency situations where in-person instruction is no longer feasible.

Last updated: 8-31-2023

**Attachment A: Summit Technology Survey**

Parent/guardian full name: \_\_\_\_\_

Student(s) full name(s) and classroom number(s): \_\_\_\_\_

School District of Residence: \_\_\_\_\_

Do you have a primary learning device sufficient for your child to participate in remote learning opportunities (e.g., desktop, laptop, tablet, smartphone)?:    Yes                      No

If yes, is this device shared by other members of your household?            Yes                      No

Are you able to access the internet where you live?    Yes            No

Can your child complete learning activities including video streaming without interruptions caused by slow or poor internet performance?                      Yes                      No

Are there any barriers to having sufficient and reliable internet access where you live: Please specify

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has your child' school district provided a primary learning device to you?    Yes                      No

Has your child's school district assisted you with accessing reliable internet?    Yes            No            N/A

**Attachment B: Sample Summit school-wide remote instruction schedule**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00	Planning and team meetings	Planning and team meetings	Staff/department meetings	Planning and team meetings	Planning and team meeting
9 – 9:30	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
9:30 – 10	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
10-10:30	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
10:30-11	APE – PS-3 <sup>rd</sup> grade	APE – PS-3 <sup>rd</sup> grade	Classroom instruction	APE – PS-3 <sup>rd</sup> grade	Classroom instruction
11:11:30	APE – 4 <sup>th</sup> -8 <sup>th</sup> grade	APE – 4 <sup>th</sup> -8 <sup>th</sup> grade	Parent education and support session – Behavior support	APE – 4 <sup>th</sup> -8 <sup>th</sup> grade	Parent education and support session – Behavior support
11:30 – 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 – 1	Art – K – 3 <sup>rd</sup> grade	Art 4 <sup>th</sup> – 8 <sup>th</sup> grade	APE 9 <sup>th</sup> grade and & up	Art 9 <sup>th</sup> grade and up	APE 9 <sup>th</sup> grade & up
1:00 – 1:30	Media staff story time – Integrated PS	Media staff Storytime – PS – 3 <sup>rd</sup> grade	Media staff story time – 4 <sup>th</sup> – 8 <sup>th</sup> grade	Media staff Storytime – Integrated PS	Media staff story time – PS – 3 <sup>rd</sup> grade
1:30 – 2:00	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
2:00 – 2:30	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
2:30 – 3:00	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction	Classroom instruction
3:00 – 3:30	Team and student support meetings	Team and student support meetings	Team and student support meetings	Team and student support meetings	Team and student support meetings