



Emergency Remote Instruction Plan

TEACHING AND LEARNING

Sullivan BOCES strives to provide the opportunity for all students to feel safe, engaged, and excited about their learning, whether in-person, remote, or some combination of the two. At the heart of teaching and learning are the relationships that students have with their peers, teachers, and school community members. Sullivan BOCES will make all efforts to set a positive routine and welcoming environment that supports students during unpredictable times.

Individual student needs and equity will be at the center of all learning experiences. Flexibility is essential, and Sullivan BOCES will be prepared to shift between in-person, remote learning, and a hybrid model in a way that is least disruptive to students.

Instructional experiences will be inclusive, culturally responsive, consider the needs of all students, and adhere to all established state regulations and guidelines.

Equity is at the heart of all school instructional decisions. All instruction will be developed so that whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, there are clear opportunities for instruction that are accessible to all students. Such opportunities will be aligned with state standards and include routinely scheduled times for students to interact and seek feedback and support from faculty members.

Instruction will include regular and substantive interaction with an appropriately certified teacher regardless of the delivery method (e.g., in-person, remote, or hybrid).

Students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology including email, Google Suite, SeeSaw, Parent Square, and telephone. This information will be accessible to all, available in the predominant languages of our families, and will be widely disseminated. Faculty and administrative emails are available on the Sullivan BOCES website.

REMOTE LEARNING

Remote Instruction will only be available to students with documented medical concerns or in the event of a crisis or emergency event. In a remote environment, students will be expected to meet daily with their respective teachers. All remote students will be held accountable for academic expectations, coursework, and assignments.

Direct instruction will be provided both synchronously, via Google Meet, and asynchronously with videos, readings, and activities via Google Classroom, SeeSaw, and other district-approved instructional software platforms. Staff will be available during regularly scheduled times to provide help, answer questions and lead engagement activities to support healthy relationships and social connection

via synchronous Google Meet sessions. Asynchronous practice and application activities will be provided on a daily basis.

The ratio of synchronous and asynchronous activities will be developmentally appropriate and mirror, to the extent possible, the balance of the whole group, small group, and independent learning opportunities of in-person instruction.

Adherence to IEPs as well as appropriate accommodations and modifications for ELL students will be expected from all staff. Case managers, classroom teachers, and other support personnel will determine if there are any students whose instructional needs cannot be met through online instruction and will work with families to determine ways to best meet the needs of the student, including phone support and any other feasible, applicable measures.

Training, PD, and ongoing support are provided for all staff through the Instructional Support Services department and Technology Integration Specialists on an ongoing basis. On-demand support may be provided as needed during an emergency.

STUDENT AND STAFF ACCESS TO DEVICES AND THE INTERNET

Sullivan BOCES will determine which students may not have adequate access to devices and internet access through information provided by families to classroom teachers and case managers. Internet-ready devices will be provided to identified families for use during the school year. Hotspot devices will be provided to those families who do not have adequate internet access.

These devices will be distributed to students through collaboration between the technology staff, administrative team, classroom teachers, and families. Information regarding the distribution of devices will be communicated to families through established communication protocols, predominantly Parent Square.

Devices will be serviced and or replaced as needed by the Technology Department. Parents should contact their child's classroom teacher to indicate the need for repair or replacement.

School Staff will be surveyed to determine if they have access to adequate resources to provide instruction remotely in the case of an emergency. If not, devices and hotspots will be provided.

Sullivan BOCES will collaborate with local government agencies and community service providers to identify public Wi-Fi resources in the community and will share that information with families through Parent Square, the website, and other established communication channels.

In addition, Wi-Fi access is available outside the Rubin Pollack Education Center near the Ag Mech building and the F building. If necessary, Sullivan BOCES can boost the Wi-Fi signal to the front parking area of the campus.

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

Regular and frequent communication between schools, families, and the wider community has always been an essential element of effective family and community engagement. When families, schools, and communities work together and keep each other informed, students are more successful, and everyone benefits.

Sullivan BOCES will provide updates throughout the school year to keep all employees current and up to date as to what is happening at the BOCES. Our website, social media platforms, mobile app, automated email and calling systems, direct mail, and other print media will be utilized to provide relevant, current information about our planning and responses to any event requiring a pivot to remote learning to faculty, staff, administrators, parents, students, component school districts, community partners and other stakeholders. Information concerning current guidance, rule changes, instruction, health and safety tips, public health notifications, etc. will be made available and continuously updated using all communication resources available to Sullivan BOCES.

Wherever practical, all communication and documentation will be made available in the predominant language spoken in each of our student family's households. Communication and documentation will be accessible to all and in compliance with ADA requirements.

Communication Plan

Our communication plan is to inform and update parents/guardians, students, faculty, staff, component districts, community partners, stakeholders, and visitors. The communication plan will include, but not be limited to:

1. Timely information on our plans for remote learning and eventual return to school.
2. Training and preparing students and parents/guardians for programmatic alterations and alternative learning modalities.
3. Frequent reminders of instructional platforms and resources, technology, and mental health supports available to students, staff, and families.
4. Providing updates from the New York State Education Department (NYSED), the New York State Department of Health (NYSDOH), Sullivan County Public Health (SCPH), and the Center for Disease Control's (CDC's) guidelines as they may pertain to our programs.
5. In the event of closure, continue to communicate updates and information internally and externally throughout the closure.

This will be accomplished by:

1. Updating and maintaining our communication platforms to ensure all information is current.
2. Training staff on new communication platforms.
3. By creating prepared messages for parents/guardians, students, faculty, staff, component districts, community partners, and stakeholders with regards to the Sullivan BOCES emergency remote learning plan and pertinent information as to the requirements and expectations for all constituencies about the implementation of the plan.