

The Felician School for Exceptional Children
Emergency Remote Learning Plan
2025-2026

Created on September 19, 2022
Updated on July 18, 2025

EMERGENCY REMOTE LEARNING PLAN

*Subject to change, please review most recent document on FSEC.org website

INSTRUCTION

Remote instruction is a school day where students and staff have an opportunity to explore and engage in meaningful learning experiences that are: (a) aligned with the students' IEP Goals and Objectives, (b) aligned to the curriculum, (c) connected to standards and essential elements, and (d) relevant to the current instructional sequence. The intent of this plan is to continue to afford students with meaningful learning experiences to the best extent possible while connected with teachers, assistants, and therapists during the emergency school closing. This plan will be posted on the FSEC website at www.fsec.org. It will be located at the top right corner of the Home Page under the NJDOE Compliance Documents link.

NJ Governor Murphy signed A-3904 into law in April of 2020, which requires each school to submit a proposed program for emergency remote instruction to the NJ Department of Education. This law provides for the continuity of instruction in the event of closure lasting more than 3 consecutive school days due to declared state of emergency, declared public health emergency, or a directive by the health agency or office to institute a public related closure by permitting the school to utilize remote instruction to satisfy the 180- day requirement.

Equitable Access to Instruction for All Students

If public health and/or safety conditions warrant changes to in-person learning, The Felician School for Exceptional Children is prepared to ensure that students and families will have what they need. The Felician School for Exceptional Children will return to remote learning in the event that applicable governing bodies deem this necessary.

It is the goal of The Felician School for Exceptional Children that all students enrolled in the program will provide assistance and/or a loaner device with internet access by either their sending district or The Felician School for Exceptional Children. The device will allow the student the opportunity to access online lessons and complete assignments, projects, and assessments during remote learning.

The Principal/and/or Assistant Principal will email the parents/guardians a survey to understand the technology needs in the home. The communication will be sent out to parents/guardians in the welcome folder in July and/or September, and to newly enrolled students throughout the school year. The Principal/and/or Assistant Principal or Classroom Teacher will contact any parents/guardians who did not respond. The communication will also state if an issue arises with their device and/or internet connectivity throughout the school year, they are to notify the Principal/and/or Assistant Principal to make necessary accommodations.

During remote learning, it is imperative that all staff maintain communication with students (via phone calls, emails, and Zoom) to ensure that they are completing assignments, are actively engaged, and maintaining their social and emotional wellness.

Alert and Notification Procedures

The mechanisms utilized to communicate emergency information to parents, faculty, staff, and students will incorporate a variety of communication channels including email, telephone communications, social media, website, and School Messenger System.

Schedules

The Felician School for Exceptional Children staff and students will follow a Monday- Friday instruction week utilizing the full remote instructional day schedule below:

School Staff Schedule

Period	Time
Attendance	8:25am
Student instructional time	8:30am - 11:30am
Staff lunch	11:30am - 12:00pm
Student instructional time	12:00pm - 2:00pm
Staff professional development and/or preparations	2:00pm - 2:25pm

Student Schedule: PK3 - 21

Period	Time
Attendance	8:25am
Student instructional time	8:30am -11:30am
Student lunch	11:30am -12:00pm
Student instructional time	12:00pm - 2:00pm

The remote school day for students attending The Felician School for Exceptional School will be at least 4 hours of academic instruction excluding daily lunch and recess.

Schedules for early dismissal days: School based early dismissal schedule will be followed on the following dates as they are designated as a 12:25pm dismissal:

- September 3-5, 2025 (students only)
- October 3, 2025 (students only)
- November 7 & 26, 2025 (students only)
- December 23, 2025 (students & staff)
- February 17 & 18, 2026 (students only)
- March 13, 2026 (students only)
- April 1, 2026 (students only)
- May 21, 2026 (students only)
- June 15 & 16 2026 (students only on the 15th)

Staff Attendance

All staff must sign in by sending an email to the school Nurse by 8:25am every day. In addition, all staff must also sign out by sending an email to the school Nurse at their contracted end time (2:25pm).

FSEC remote learning logs must be completed by all non-certified staff by the end of the school day and weekly by certified staff and submitted via email to Principal/and/or Assistant Principal.

Teacher/Staff Expectations

(Inclusive of related services and school counselor)

Synchronous & Asynchronous Learning

The Felician School for Exceptional Children will provide students with meaningful and relevant remote learning experiences aligned with students' IEPs and individual functioning levels through multiple methods.

Students will be instructed through a variety of modalities that best meet the needs of the individual student and the student's family. These methods of instruction include but are not limited to:

- Printed materials sent home.
- Learning Activities through online instructional platforms such as Raz-Kids, IXL, Big Universe, YouTube, Boom Cards, etc.
- Online instruction via Zoom Conferencing
- Collaborative instruction with caregivers/parents via telephone, FaceTime, and Zoom
- Virtual Field Trips
- Guest presenters via Zoom
- Remote social gatherings via Zoom - Examples: Remote School Prom, Remote Graduation, and Remote School Picnic

Lessons/ Learning Activities/Learning Assignments will be provided in the following subject areas:

- Language Arts
- Mathematics

- Social Studies
- Science
- Pre-Vocational Skills
- Vocational Skills
- Music
- Health and Physical Education
- Occupational Therapy
- Physical Therapy
- Speech Therapy
- School Counseling
- World Language
- Art
- Community Based Instruction
- Adaptive Daily Living Skills

All teachers, by September, will have created a Zoom account. Students will be provided the link to their classroom's Zoom meeting by October 1, 2025. This would provide students with access to the Zoom meeting at all times. Teachers will be actively using this platform to support daily instruction.

The Principal/and/or Assistant Principal must be invited to each classroom's Zoom meeting on a daily basis. This allows Administrators to observe and monitor the remote instruction for students.

New material will be taught via Zoom utilizing share screen and remote control for various activities, videos, and interactive learning websites (ex. Reading A-Z, Scholastic Magazine) for synchronous (real-time; live) learning, focusing on the students' IEP goals and objectives for each subject area. Teachers are expected to set up their classroom Zoom meetings to engage students in synchronous learning daily. In addition, asynchronous assignments and lessons will be provided by the teachers via a daily email. Asynchronous assignments include a combination of assigned videos to view, assigned activities to engage in, completing learning packets that have been mailed to the home, and/or engaging with online learning websites (ex. Boom Cards, IXL, ABCMouse, Starfall).

Any educational videos used and/or assigned must be viewed in their entirety by the teacher prior to using and/or assigning it to ensure that the material is grade-appropriate and educationally sound.

Emails that include the Zoom classroom meeting link and asynchronous assignments should be sent to the students each day by 8:30am.

Lesson plans will continue to be submitted to the Principal/and/or Assistant Principal as per the school's weekly lesson plan schedule.

Respond to all student/parent emails within 24 hours for assignments. All other inquiries may take up to 48 hours for a response. Inquiries sent on the weekend will be answered on the next workday. Principal/and/or Assistant Principal will be notified of any parent concerns to ensure all students are engaged.

Reach out to students/parents consistently to answer any questions or concerns they have (via email, phone call, or Zoom meeting). Staff can use *67 to block their number or obtain a free phone number through Google Voice if uncomfortable using a personal phone number.

Teachers and therapists will use formative assessments from observation of student performance, student assignments and assignments submitted from parents. The measures of student learning and growth will be summarized in the weekly remote log and require some form of evidence of student learning (such as: log date, time and nature of communication.)

Teachers and therapists will communicate daily with the families through phone calls, Zoom meetings, facetime, emails and text messaging to ensure that all modifications and accommodations of the IEP are being fulfilled.

If a student does something inappropriate during a Zoom meeting, please alert the Principal/and/or Assistant Principal.

Teacher & Staff Etiquette

- Prepare for technical difficulties; always check that your technology is working prior to starting the session.
- Your camera should be turned on during the entire synchronous session.
- When working remotely, utilize a quiet space that has minimal distractions and be mindful of the background viewed on your screen.
- Dress professionally
- Communicate effectively.
- Avoid eating during the session.
- Set norms at the beginning of the session (ex. Ask participants to mute themselves, speak one at a time). Ask students to refrain from using their cellphones unless it is part of the lesson.
- Active engagement should be displayed.
- Provide time for students to ask questions, pause periodically to encourage participation.
- During closure, faculty will be expected to be available through email during school hours.
- Collaborate with other teachers, therapists and administration when necessary.
- Communicate the intended learning and clear directions for activities to students and parents.

Student Attendance

It is critical that The Felician School for Exceptional Children maintain regular contact with students and their families in order to support their social-emotional well-being and academic needs. The Felician School Counselor will maintain contact and is available to all students and staff to identify and employ appropriate methods of support towards social/emotional development.

Reporting Daily Attendance

- A student will be expected to engage in either synchronous or asynchronous lessons to receive credit for a full day of attendance.
- Student attendance will be reported by the classroom teacher to the school Nurse at the end of the day. Student attendance will be documented in RealTime for record keeping.

Students are required to report to school daily. Teachers take attendance using the following means of communication:

- The parent can telephone, text, email, or facetime the teacher to report the student present and outline the student's participation in school lessons, therapies and activities for the day. If the student is present in Zoom sessions, he/she is considered present for the day.
- The teachers report the attendance to the school nurse, who then records the attendance in the Student Information System.
- Phone calls, text messages and emails are used to reach out to parents who did not report their child present for the day. Teachers and teaching assistants are responsible for making such calls.
- The school nurse is responsible for sending 5-day attendance notices to the sending districts for students who reach the 5-day attendance mark.
- Case managers will be notified in the event the school is unable to get a student to participate in school related activities for any variety of reasons.
- The regular student attendance policy for the district will be followed for students during remote learning. The same protocols will be followed for students who are not participating in school activities: parent phone calls, 5-day attendance notices, notification to district case manager, call for meeting with parents and case manager to address attendance concerns. Student/parent contract will be utilized to motivate students to attend school activities. The schoolwide PBSIS plan will reward students who comply with the attendance policies and serve as a motivation for students who are not participating. No consequences will be considered for attendance concerns without the approval of the district, parents and FSEC.

Additional Information Regarding Attendance

A student experiencing technical difficulties and/or internet interruption should notify their teacher of the difficulty. Students experiencing technical difficulties and/or internet interruption will be considered present upon completing all class assignments due on that day.

Student Expectations

When working remotely, ensure that you are logged into the Zoom meeting for each session on time for synchronous instruction. Stay in contact with the classroom teacher regarding asynchronous learning assignments.

- Participate in the Zoom meeting established by your teacher and log off the meeting at the close of the session. The teacher should be the last person to log off the meeting.
- Contact your teacher if you experience technological difficulties, internet interruption, when having trouble completing an assignment, or if extra support is needed.
- Establish daily routines for engaging in learning experiences.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Students will have grade and content specific learning packets and activities provided by the school to support student learning and maintenance of skills.
- Students will attend Zoom sessions for academic lessons and related services.
- Students will complete assigned learning activities from packets sent home and from daily activities assigned by teachers and therapists on the due date.
- Complete assignments with integrity and academic honesty, doing your best work.
- Communicate proactively with your teachers, therapists, special area teachers, support staff, school nurses, and school administrators if you require additional assistance. Respond to all teacher emails within 24 hours.
- Proactively seek out and communicate with teachers, therapists, special area teachers, support staff, school Nurse, and school administrators as different needs arise.

Student Etiquette

- Prepare for technical difficulties; check that your technology is working prior to starting the session; email your teacher with any issues. Behave in a respectful manner during all virtual learning activities Dress appropriately.
- Actively engage in the sessions; refrain from using your cell phone unless directed by the teacher to utilize as part of the session.
- When working remotely, utilize a quiet space in your home that has minimal distractions.
- Avoid eating during the session.
- Communicate effectively and respectfully at all times.
- During Zoom meeting your video camera must be on for the entirety of the session
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Zoom meeting, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating in a Zoom meeting should not be collected, discussed, or shared.

Families with Language Barriers

The needs of ELL students will be determined in accordance with the student's IEP. There are families whose primary language is not English. All correspondence: emails, letters, text messages and notices will be translated into the native language using Google Translate. FSEC staff members include people fluent in several languages to assist ESL learners and families who may need assistance. FSEC will arrange for outside assistance if needed in the event the staff member is not available for daily instruction, parent conferences, phone calls and zoom meetings to translate the discussions. At this time, we do not offer methods of Sheltered Instruction and Universal Design for Learning.

Currently, the program does not have any students affected by forced migration from their home country and if Felician places such students, we will secure appropriate training for staff.

Parent/Guardian Zoom Meeting Expectations

Parents/guardians are encouraged to assist their child through remote learning, providing encouragement and supporting their children during asynchronous learning opportunities.

To maintain a positive, productive learning environment and assure confidentiality for students and teacher during remote learning, all parents/guardians are asked to observe the following privacy guidelines:

- Zoom meetings are designed for students to seamlessly transition to remote learning. To prevent disruptions to the learning environments, parents/guardians should not actively participate in these sessions, although parents/guardians may assist their child with technology. Especially with synchronous learning, any support needed should be coming from the teacher in the moment.
- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of the Zoom meeting, including not posting on any social media platform.
- Do not share the Zoom meeting link with friends. All students should have access to the appropriate Zoom meeting by their teacher.
- Any confidential or personally identifiable information related to students participating in a Zoom meeting should not be collected, discussed, or shared.
- Parents/guardians should not engage with students during Zoom meetings.
- If a parent/guardian has a question, please email your child's teacher.

General Parent Expectations Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child's engagement in the activities
- Monitoring communications from your child's teacher, therapists, special area teachers, support staff, school nurse and school administrators
- Taking an active role in helping your children process their learning.
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise as directed from the Adapted Physical Education Teacher
- Remaining mindful of your child's stress and/or anxiety level

District Expectations

IEP Meetings will be conducted to meet the required time frame of the IEP in accordance with the law. Virtual meetings will be conducted using conferencing websites such as Zoom and Google Meet. These websites have the ability for telephone conferencing if computer devices are not available to the family. The district will determine the type of method to use for the meeting. The district also has the option to host the meeting or have the meeting hosted by the school. All required school personnel (teachers, therapists, SLE Coordinators, and administrators) will participate in the IEP Meetings.

Student Related Services Expectations

(Speech, School Counseling, Occupational Therapy, & Physical Therapy)

Students will continue to receive their related services as per their IEP remotely. The therapists will schedule the sessions via Zoom meetings and notify the parents/guardians and school staff.

Programs and services will be provided to students according to the requirements of N.J.A.C. 6A:14, and their IEPs with modifications/accommodations will be made available to the best of our ability during the current health emergency.

- All student-related meetings (IEP, etc.) will be held via phone conferences to maintain compliance with

due dates, including all essential team members.

- Speech, Occupational, and Physical Therapies as well as Counseling Services will be provided via distance learning options to students.
- Speech, Occupational, Physical Therapists, Counseling Services and support staff will complete professional development webinars hours.
- The school will make every effort to communicate. The school will maintain contact with Case Managers via email to keep them apprised of student progress through the use of formal weekly student summary reports and communications when necessary.

All students will be provided with appropriate materials and instruction by their special education teachers, therapists, special area teachers, support staff, school nurse to meet their needs based on distance learning and related services options appropriate to their IEPs and learning abilities.

School Facilities

There will be limited access to the entry of outside persons to the school including teachers, teaching assistants, therapists, office workers and administrators.

The custodial and maintenance staff will continue to report to the school according to their regularly scheduled times. They will continue to perform their daily cleaning and maintenance responsibilities which include but is not limited to the following:

- Wearing masks in the school at all times, if necessary
- Wearing protective gloves in the school at all times, if necessary
- Sweeping and mopping floors with sanitizing agents
- Cleaning and sanitizing of all surface areas such as: railings, doorknobs, work surfaces, fountains, counter tops, computer keyboards, monitors, chairs, desks, filing cabinets, light switches, etc.
- Cleaning and sanitizing of bathrooms: toilets, sinks, walls, floors, stalls, etc.
- Cleaning and sanitizing kitchen and cafeteria: tables, chairs, counters, appliances, sinks, shelves, etc.
- Air vents will be cleaned, and filters changed on a regular basis.

Roles of Essential School Personnel

The Felician School will provide a list of essential employees to the county at the time to transition to remote or virtual instruction.

- Teachers: Teachers prepare and present lesson plans, learning activities and assessments for students and families in a variety of modalities. They also prepare student weekly summary reports to be sent to the district case manager. The teachers also have constant communication with parents and districts regarding student participation and progress. Teachers also prepare reports for IEP meetings as well as attend said meetings.
- Teaching Assistants and 1:1 Aides: The teaching assistants and 1:1 aides participate in the instructional process as directed by the teacher. They participate in Zoom sessions, lesson planning, activity planning, parent communications, educational research for new and innovative ideas for instruction and staff meetings. The teaching assistants and 1:1 aides work their regular school day (8:25 am to 2:25 pm). They also participate in webinars and professional development opportunities to help enhance the remote learning process.
- Adapted Physical Education Teacher: Teacher prepares and presents lesson plans and learning activities for students and families in a variety of modalities. She also prepares weekly student summary reports to be sent to the district case manager. The teacher also prepares reports for IEP Meetings.
- Music Therapist: Teacher prepares and presents lesson plans and learning activities for students and families in a variety of modalities. She also prepares weekly student summary reports to be sent to the district case manager. There is also a continuity of the school Chorus rehearsals through Zoom sessions. The teacher also prepares reports for IEP Meetings.

- Speech Therapists: The Speech Therapists provide teletherapy, at home and online learning activities, and hard copy assignments to students in accordance with the IEP. They communicate with the parents regularly to offer guidance and support in providing speech services. The therapist prepares weekly student summaries regarding speech sessions to be sent to the districts. Therapists prepare reports for IEP meetings and attend them for the students they provide services.
- Occupational Therapist: The Occupational Therapist provides teletherapy via Zoom to students in accordance with the IEP. She also offers at home and online learning activities as well as hard copy assignments. She communicates with families to create weekly schedules and offer support and guidance. She schedules the therapy sessions around the parent's schedule. The therapist prepares weekly summary reports, IEP Reports and attends IEP Meetings.
- Physical Therapist: The Physical Therapist provides teletherapy, at home and online activities, and hard copy assignments to students in accordance with the IEP. She communicates with families to create weekly schedules and offer support and guidance. She schedules the therapy sessions around the parent's schedule. The therapist prepares weekly summary reports and IEP reports as required.
- School Nurse: The school nurse acts as the attendance coordinator for both students and staff. All attendance is reported to the school nurse. She calls parents as needed when there is an attendance concern. The school nurse is in contact with parents of students with medical concerns to keep medical records updated and offer support and guidance as needed.
- Administrative Assistants: The administrative assistants perform their regular duties remotely from home. They coordinate IEP meetings, collections and distribution of reports and school notices and announcements. They report to school periodically to perform duties that cannot be done remotely. All work done in school is with all social distancing and safety precautions taken.
- Administrators: The school administration works remotely to coordinate, oversee and evaluate the remote school process. They conduct daily meetings via Zoom with the staff to discuss communications, scheduling, instruction, attendance and meetings. The administration collects weekly reports and distributes them to the districts.
- Custodial and Maintenance Workers: The custodial and maintenance workers report to the school daily on their regular schedule performing the duties as outlined above in School Facilities.

Food Distribution

FSEC does not participate in the School Lunch Program. Students are responsible for their own lunch on a daily basis when school is in session, this practice will continue during the school closure. However, the Administration at The Felician School for Exceptional Children is willing to assist families with contacting case managers to coordinate receiving breakfast and lunch directly from their child's sending district.