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## United Preschool Center

### 2023-2024 EMERGENCY REMOTE INSTRUCTION PLAN

#### OVERVIEW

United Preschool Center (UPC) may offer remote instruction days to students in the event of an emergency condition, including, but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak. When implementing remote instruction, UPC will ensure that it is complying with applicable teaching and learning requirements.

#### DEFINITIONS

- A. "Asynchronous instruction" means instruction where students engage in learning without the direct presence (remote or in-person) of a teacher.
- B. "Non-digital and/or audio-based instruction" means instruction accessed synchronously and/or asynchronously through paper-based materials where the student to teacher interaction occurs via telephone or other audio platforms.
- C. "Remote instruction" means instruction provided by an appropriately certified teacher who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.
- D. "Synchronous instruction" means instruction where students engage in learning in the direct presence (remote or in-person) of a teacher in real time.

#### FORMATS AND METHODS OF REMOTE INSTRUCTION

Remote instruction may be delivered through a variety of formats and methods. Determinations about how to best deliver remote instruction will take into account a variety of factors including, but not limited to, the number of students involved, the subject matter, and the technological resources of both the school and students. Consideration will also be given to whether accommodations need to be made for students with disabilities or English language learners.

#### INSTRUCTIONAL OPTIONS

The school may engage students in synchronous and asynchronous learning on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. When remote instruction by digital technology is unavailable, appropriate special accommodations for students will be made to aid their learning.

## ONLINE PLATFORM

All teachers will post their daily assignments on ClassDojo by 9:00 AM each day. Zoom/ Microsoft Teams will be used for video sessions for classroom learning and related service therapies. Passcodes and waiting rooms will be used as an extra level of security. Scholastic PreK On My Way curriculum will also be used as a resource for at home learning. Other online resources may be used to help facilitate learning.

## COMPUTER AND CONNECTIVITY ACCESS FOR STUDENTS

The school will ensure that students have the necessary equipment at home to participate in remote instruction. UPC will include a technology survey in its application for incoming students. The information received from the survey will aid in the implementation of this plan. The school will make every attempt to provide devices to those students who may not have access to one. In the event that the student does not have access to a device or internet, the school will contact the district in which the student resides to determine appropriate accommodations.

## MINIMUM INSTRUCTIONAL HOURS/SCHEDULE

Remote instruction provided on days when UPC would have otherwise closed due to an emergency condition may be counted toward the annual hourly requirement for the purpose of NYSED.

<b>SYNCHRONOUS DAILY ACTIVITIES</b>	<b>ADDITIONAL ASYNCHRONOUS ACTIVITIES</b>
30 Minute large group welcome meeting	30 Minute Sing-a-Long (Pre-recorded)
30 Minute large group learning/concept meeting	30 Minute Story-Time (Pre-recorded)
30 Minute small group learning	30 Minute Fine Motor Enhancement (Pre-recorded)
30 Minute large group art or music activity	30 Minute Language Enhancement (Pre-recorded)
30 Minute therapy session (per IEP)	30 Minute Social Skills Lesson (Pre-recorded)
30 Minute social skills nutritional snack/lunch time	30 Minute Gross Motor Enhancement (Pre-recorded)

Should remote instruction continue for an extended period of time, additional video chats or phone calls with the parent and child will allow for continued personal contact and provide an opportunity for the teacher to give suggestions for other learning opportunities, in particular, non-digital learning options available within the community. The school director, psychologist, and social worker will provide resources to teachers for balancing instructional needs with students' needs for mental health support as well as provide support for families in need.

## REMOTE INSTRUCTION SUPPORT

The school will work to ensure that teachers and administrators are provided with professional development opportunities related to designing an effective remote instruction experience.

**COMPLIANCE WITH DISTRICT POLICIES, PROCEDURES, AND THE CODE OF CONDUCT**

Teachers and students are required to comply with any and all applicable agency policies, procedures, and other related documents as they normally would for in-person instruction.

**PRIVACY AND SECURITY OF STUDENT AND TEACHER DATA**

The agency will take measures to protect the personally identifiable information of students and teachers from unauthorized disclosure or access when using remote instruction technologies in compliance with law, regulation, and agency policy.