

# HCA Remote Instruction Policy

As an approved preschool program serving preschool students with disabilities, Helping Celebrate Abilities (HCA) must follow New York State Education regulations regarding remote instruction, as defined in section 100.1(u) of NY State Education regulations. These regulations state that if HCA would close due to an emergency, 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 (COVID, Flu, RSV, GI, Strep, etc.), the school or program may remain in session and provide remote instruction. Remote Instruction provided on these session days may be counted towards the 180-day requirement.

Beginning with the 2023-2024 school year, schools governed by NY State Education and approved preschool programs serving preschool students with disabilities, shall develop and adopt an emergency remote instruction plan, and shall annually update such plan. This plan shall be posted on the program's website. Remote instruction is defined as instruction provided by an appropriately certified teacher, who is not in the same, in-person, physical location as the students receiving the instruction, where there is regular and substantive daily interaction between the student and the teacher. This instruction can be synchronous (with the direct presence of a teacher) or asynchronous (without the direct presence of a teacher) and may encompass digital, non-digital, and audio-based instruction.

HCA's emergency remote instruction plans shall include: (a) Upon enrollment, families are provided with a Broome County Telehealth consent form to provide consent for remote instruction or the ability to decline such instruction. (b.) Specific closure plans for remote instruction due to an emergency, 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, will be provided to each family in the Parent handbook and will be available on the HCA website. (c.) A communicable illness outbreak is defined as

staffing ratios that fall below appropriate education ratio requirements. Specific plans for remote instruction due to communicable illness outbreaks will be provided to each family in the Parent handbook and will be available on the HCA website.

Sites will follow home district closures, delays and remote instruction days, with the following exceptions:

- 2 hr. delays at Linnaeus West will conduct remote instruction
- 2 hr. delays at building Blocks JC site morning class will conduct remote instruction
- early dismissals from building Blocks JC site afternoon class will conduct remote instruction

If a closure due to an emergency, including but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, or destruction of a school building, occurs, the following remote instruction plan will take place:

1. Parents will be notified via their local TV/radio news channel. The number of days of closure will be dependent upon the home school district's decisions and/or HCA's decisions regarding building maintenance, and parents will be notified each day.
2. Parents will access the zoom link provided to them by their child's teacher at the set time and help their child participate.
3. Teachers will provide up to one hour of synchronous learning, during the typically scheduled class time. This may include, but is not limited to, Circle time, Read aloud, Music and Movement, and other activities.  
Asynchronous learning may also be provided, at the teacher's discretion.

If a closure due to a communicable illness outbreak occurs, the following remote instruction plan will take place:

1. Parents of the specified classroom closed due to staff shortage will be notified via TSG or phone call. Parents will be notified each day of the closure.
2. Parents will access the zoom link provided to them by their child's teacher at the set time and help their child participate.
3. \*Certified Teachers will provide up to one hour of synchronous learning, during the typically scheduled class time. This may include, but is not limited to, Circle time, Read aloud, Music and Movement, and other activities. \*Certified teachers include current classroom teachers if able, or other substitute teachers as required. Asynchronous learning may also be provided, at the certified teacher's discretion.