



**LEA Guidance for Virtual or Remote Instruction Plan  
Attestation for the 2021-2022 SY**

**Contact Information**

County: Mercer

Name of District, Charter School, APSSD or Renaissance School Project: Mercer County Special Services

Name of Chief School Administrator or Lead Person: James Fazzino

Chief School Administrator or Lead Person Contact Number: 631-2101

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) to assist districts in the development of their 2021-2022 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to improve elements of the prior year’s plan to provide the most substantive education, including related services, to their students in the event of a district closure.

For each of the three areas below, the chief school administrator or lead person will either mark “yes,” confirming that the information is in the plan and list the corresponding plan page number, or mark “no” if the information is not contained in the plan. The chief school administrator or lead person is expected to provide an explanation to the county office of education for all areas marked “no.”

By October 29, 2021, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2021-2022 along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA’s website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

**The plan outlines how virtual or remote instruction will be provided to students who may not have access to sufficient broadband, or to any technology required for virtual or remote instruction.**

The program should account for measuring and addressing any ongoing digital divide that exists, whether it be network access or lack of sufficient access to devices.

Page Number: 1

District Confirmation: Yes  No

County Confirmation: Yes  No



The plan addresses the impact of virtual or remote instruction on the school lunch and school breakfast programs.

The plan should contain how the LEA will provide continued safe delivery of meals to eligible students.

Page Number: 2

District Confirmation: Yes  No

County Confirmation: Yes  No

The plan contains the required length of a virtual or remote instruction day.

The minimum hours of instruction for a virtual or remote day is four hours excluding lunch and recess.

Page Number: 1

District Confirmation: Yes  No

County Confirmation: Yes  No

Plan Posted on LEA Website

Is the plan posted on your website? Yes  No

Website link: https://www.mcassd.info

APSSD Only

Was your plan shared with all sending districts? Yes  No

N/A

Board Approval

Date (mm/dd/yyyy): 10/05/2021

Name and Signature of Chief School Administrator or Lead Person

Chief School Administrator or Lead Person Name: James Fazzino

Chief School Administrator or School Lead Person Signature: 

Date (mm/dd/yyyy): 10/26/2021

Date of Submission to County Office

Date (mm/dd/yyyy): 10/26/2021



## Remote Learning Plan

### 2021-2022 School Year

**Parent Notification** -District communications will be provided via the district website. Additional notifications related to ensuring the continuity of instructions will be provided through the district automated call system with calls and texts through notifications via Realtime. Emails will be sent using Constant Contact. Any questions, comments, or concerns please reach out to your child's case manager.

**Schedules** - Staff and students will follow a Monday-Friday instructional week utilizing the full remote instruction day schedule. The students schedule for each school are:

Joseph F. Cappello School:      **Full Day 9:00am-3:00pm**

Mercer Elementary School:      **Full Day 8:40am – 2:40pm**

Mercer High School:      **Full Day 8:00am – 2pm**

**Learning Model** – Google Classroom will be utilized. This will include an announcement area to inform students of developments in the course. Students will have or be provided their teacher's email address, contact information, and a description of when instruction and opportunities for individualized support will be provided. Where an individual student, group of students, or entire class is excluded from school due to meeting the NJDOH's COVID-19 exclusion criteria, the district will provide virtual or remote instruction to those students in a manner commensurate with in-person instruction. Schools will create and implement equitable learning experiences for each student based on their need. Students will be given reasonable flexibility in completing activities and assignments. Teachers will adhere to the regular bell schedule for class times.

**Technology** – Students have been provided 1-to-1 technology devices to ensure continuity of instruction. In the event an internet connection is not readily accessible, cellular hotspots or Wi-Fi enabled chrome books will be provided upon request. The district will make every effort to ensure that every student has access to a device and internet connection.

For help with technology from students or staff, please email the helpdesk: [tech@mcsssd.us](mailto:tech@mcsssd.us)

**Attendance** – Teachers and therapists will take attendance each day. Building and District administration will monitor student attendance. For the remote learning model, students must be present on the Google meet session to be marked present. Teachers will contact parents/guardians when attendance issue becomes a concern. CST and principal will assist if attendance issues continue.

**CST Expectations** – Case managers will conduct IEP and other essential meetings virtually using Google Classroom or via phone conference (based upon parent choice). Child study team evaluations will be performed on-site with the use of shield and appropriate social distancing. Students with emotional and behavioral challenges will continue to receive counseling and support services by the School Social Worker, SAC Counselor, and School Psychologist.

**Related-Services Expectations** – Related-Services will take place via Google Classroom through the practice of teletherapy. Therapists will schedule the sessions and notify the parents/guardians and school staff when sessions will take place. For extended building closures district administration will assess the viability for in-person therapy and communicate to parents/guardians accordingly.

**Food Distribution** – When the district provides for all virtual instruction, meals will be available to students for pick-up Wednesdays from 12:30pm to 1:30pm at MCSSSD's Mercer High School at 1020 Old Trenton Road, Hamilton, NJ and MCTS's Sypek Center at 129 Bull Run Road, Pennington, NJ. Breakfast and lunch will be provided for students for the anticipated number of virtual days, not to exceed 5. Alternate pick-up days may be scheduled as needed depending on the timing of the emergency. Robo calls will be sent to parents/guardians to provide meal distribution information.

Parents/guardians will be instructed to follow social distancing guidelines during pick-up

All Department of Agriculture safety guidelines will be adhered to by Sodexo employees.