

Banyan School
Virtual or Remote Instruction Plan
for the
2022-2023 School Year



Approved by Board of Trustees: September 13, 2022

Banyan School ~ Emergency Virtual or Remote Instruction Plan

I. COMMUNICATION:

Banyan School will communicate the need for an emergency remote closing in the following manner:

- Realtime Notification System will be used to send phone messages, email blasts, and text messages.
- Updates will be posted on the District Website.
- Sending districts will be notified by email to Case Managers.
- Administrative communications as necessary via email.

II. CONTINUUM OF EDUCATION:

In the event that the Banyan Schools are impacted by a required closure, we would proceed with daily instruction virtually as per Policy 2425.

1. The district is able to distribute a device and charger to every student and staff member.
2. Utilizing Zoom, Google Classroom, Google Meets, and online versions of our instructional materials, teachers would be able to provide the regular day's instruction.
3. The regular daily schedule will be followed. School hours will be consistent with the current in-person, full day schedule, exclusive of homeroom and lunch periods. (5.75 hours of instruction)
4. Instruction is most often synchronous, given the special needs of our population. If a student is able to work independently, asynchronous instruction may be utilized through the Google Classroom.
5. Specialized manipulative materials as are needed for multi-sensory activities and support will be distributed in advance, based on varying levels of student performance.
6. Based on a recent survey, the Administrative Team is aware of the households that will require technology for their students. Many have Wi-Fi access as well as digital devices. The Administration and Tech Coordinator will monitor needs based on participation and ongoing surveys/communication with parents.
7. If anyone reports lack of Wi-Fi access, a hotspot will be provided to them by the district.
8. Ongoing assessment is conducted via multiple measures, including: curriculum-based assessments (e.g. Wilson Reading and Multisensory Math), collection of student work samples, and individual surveys conducted through use of Zoom, KAMI and Google Slides.)
9. If schools are closed, there will be a temporary suspension of extracurricular activities until such time as guidance suggests that a reinstatement of such activities can safely take place.

III. ON-GOING PROGRAM OVERSIGHT - ATTENDANCE AND PARTICIPATION:

If a student is not submitting assignments through Google Classroom, or attending sessions:

1. The teacher sends email to parents/guardians.
2. The teacher follows up with a phone call home.
3. If there is no response, the nurse will call home.
4. If there is no response, the Case Manager will contact the district case manager. To problem-solve a solution.

- It is important to note that these procedures are handled in a positive and proactive manner to ensure students' social/emotional well-being.

IV. STAFF ATTENDANCE:

Staff attendance will be accounted for in the following ways:

1. Frontline/Aesop Log In reports.
2. Faculty attendance is monitored at meetings via Zoom sign in.

***Staff should contact their school secretary, school nurse and administration if they are sick so that we are able to monitor attendance as well as illness indicators. In addition, staff should document their absence in Frontline/Aesop.**

V. STUDENT ATTENDANCE:

Student attendance will be accounted for in the following ways:

1. Realtime student attendance entered by first period teachers.
2. Period by period attendance will be logged in Realtime.
3. Parents are requested to report absences to the School Nurse.
4. Parents will be contacted by the Nurse or Teachers if absence is not reported, or attendance is not consistent.

VI. RELATED SERVICES (Speech, OT, PT, Counseling):

- Related services will continue to be provided through electronic communications, virtual, remote instruction, as appropriate and as required by the student's IEP to the greatest extent possible.
- Therapists will ensure that extension activities are provided to engage students in therapy-related tasks at home.
- All Related Services providers will take attendance and log services to ensure the ongoing and appropriate provision of services.
- Logs and attendance to be reviewed by the Case Managers to ensure appropriate implementation of IEP services.

VII. SUPPORT SERVICES

❖ Behaviorist:

- Will contact the families of students with behavior plans on a weekly basis (or more if needed), to check and provide suggestions and support. Contact and activity logs will be documented.

❖ Case Managers:

- Case managers will remain available to families to provide support. Contact with families will be via phone or email.
- IEP meetings will be conducted virtually to maintain compliance with required timelines.

❖ Social and Emotional Needs

- School Counselors will provide resources for students through Google classrooms and individual sessions, as applicable.
- Community Resources such as Care Plus will be shared via parent presentations. Further resources and information will be shared via the school website.
- Additionally, the Mental Health staff will be available for the expressed needs of faculty and staff.

❖ Nurses:

- Check absences entered in Realtime to compare with parent absences reported.
- Maintain documentation of Covid related illnesses and quarantine timelines.
- Report cases as required to the County Office of Education and the Department of Health.
- Communicate regularly with the local health department with incidences, questions and to seek guidance.
- Disseminate any information necessary to staff and/or administration.
- Disseminate any information necessary to parents.
- Serves as a member of the Pandemic Response Team, comprised of:
 - Director
 - Principals

❖ Paraprofessionals:

- Will assist teachers in the preparation of materials.
- Will support students during virtual instruction.
- Complete additional online training through Safe Schools.

VIII: MEAL SERVICE:

- Banyan School does not participate in the National School Lunch program. If and when sending districts provide meals to district students, they notify us and we relay messages to our students as appropriate so that they can benefit from meal distribution.

IX: FACILITIES PLAN:

- When buildings are empty of most students and staff, the central office personnel will continue to work. As such, Custodians will also report to the building to perform essential cleaning tasks as required daily, and will also be consulted and advised regarding more intensive cleaning and maintenance requirements that can be accomplished during this time.

