



**Somerset Hills Learning Institute Policy
for
Requesting Full-time Remote Instruction
or a Return to In-Person Instruction**

August 11, 2020

Our Commitment:

Somerset Hills Learning Institute is committed to providing a safe and healthy place of employment, education and research. The health and safety of our students and employees is our highest priority.

Purpose Statement:

The purpose of this Policy is to set forth requirements, consistent with Department of Education (DOE) regulations that a family/guardian must follow to submit a request for fulltime remote learning, including requests to begin the school year receiving full time remote learning and requests to transition to or from our hybrid services during the school year. As such, the following policy is in effect.

Requests for Full-Time Remote Learning Services

Parents and guardians may request full-time remote learning services that adhere to length of school day requirements pursuant N.J.A.C. 6A:32-8.3, (i.e., 4 hours of access to standards-based instruction) at any time by making their request in writing to the school Principal at info@somerset-hills.org. Upon receipt of a request, Institute personnel will acknowledge receipt of the request within one business day. The relevant teaching and clinical staff will hold a meeting with the parent/guardian no later than five business days after the date the request was received by the Institute. The purpose of this meeting will be to understand the reason for the request, review the goals and objectives of the child's IEP, determine how the objectives will be met via remote instruction, discuss staffing, as well as time commitments of staff, parents, and the child in order to approve the request. A determination of whether an IEP meeting or a modification of the IEP is needed will also be made at this meeting. The transition to full time remote instruction will end no later than 30 calendar days after

the date of receipt of the request, provided that there is no need for an IEP meeting. If there is a need for an IEP meeting, the transition to full time remote instruction will end no later than 20 calendar days after the IEP meeting.

All requests will be honored. During the time it takes to execute the above plan, the Institute will continue to provide at least the level of instruction provided during the 2020 ESY.

Requests for Transitioning back to In-person (Hybrid) Services

Students for whom the institute has honored a request to provide full-time remote instruction, must spend at least 10 school days in full-time remote instruction before being eligible to transition to in-person (hybrid) services. Parents and guardians may request in-person services at any time by making their request in writing to the school Principal at info@somerset-hills.org. Upon receipt of a request, Institute personnel will acknowledge receipt of the request within one business day. The relevant teaching and clinical staff will hold a meeting with the parent/guardian no later than five business days after the date that the request was received by the Institute. The purpose of this meeting will be to understand the reason for the request, review the goals and objectives of the child's IEP, determine how the objectives will be met via in-person instruction, discuss staffing, as well as time commitments of staff, parents, and the child in order to approve the request. A determination of whether an IEP meeting or a modification of the IEP is needed will also be made at this meeting. The transition to in-person instruction will end no later than 30 calendar days after the date of receipt of the request.

In no instance can the Institute or parents/guardians request or require an immediate, intermittent, or short-term reversal of the type of services being delivered. Only in the case of a medical need, documented by a physician's letter complete with a diagnosis, would such a request be honored.

The Institute will adhere to all DOE and sending district policies regarding reporting our students' participation in full-time remote instruction.

As the DOE regulations and guidelines and research in to COVID-19 are constantly evolving, this policy is subject to change at any time.

<https://nj.gov/education/reopening/updates/docs/7.24.20%20RtR%20Fulltime%20Remote%20Update.pdf>