

APPENDIX A-1
GUIDELINES FOR ENTRY INTO THE ALL-REMOTE LEARNING PLAN

Procedures for Submitting Full-time Remote Learning Requests

1. A parent may request a student receive full-time remote learning from the school district by submitting a written request to the Principal of the school building their child would attend. The written request shall be provided to the Principal at least 14 calendar days before the student is eligible to commence full-time remote learning in accordance with B.2. below.
 2. The student may only begin full-time remote learning within 14 school days after receiving written approval or at the discretion of the Principal.
 3. The written request for the student to receive full-time remote learning shall include:
 - a. The student's name, school, and grade;
 - b. The technology the student will be using to receive full-time remote learning, including the student's connectivity capabilities;
 - c. A request for any service or combination of services that would otherwise be delivered to the student on an in-person or hybrid schedule, such as instruction, behavioral and support services, special education, and related services;
 - d. For students with disabilities, the school district staff will determine if an Individualized Education Plan (IEP) meeting or an amendment to a student's IEP is needed for full-time remote learning; and
 - e. Any additional information the Principal or designee requests to ensure the student, when receiving remote learning, will receive the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.
- The documentation required by the school district to be provided in the parent's request for full-time remote learning shall not exclude any students from the school district's full-time remote learning option, but rather be limited to the minimum information needed to ensure proper recordkeeping and implementation of successful remote learning.
4. Upon receiving the written request, the Principal or designee may request additional information from the parent to assist the Principal or designee in providing the student the same quality and scope of instruction and other educational services as any other student otherwise participating in school district programs.

5. The Principal or designee will review the written request and upon satisfaction of the procedures outlined in this Policy, the Principal or designee will provide written approval of the parent's request for full-time remote learning.

a. In the event the request does not satisfy the procedures outlined in this Policy, the Principal or designee will notify the parent in writing of the issues that need to be addressed by the parent to satisfy the procedures outlined in this Policy.

6. The Principal's written approval of the request shall be provided to the parent within 5 calendar days of receiving the parent's written request.

a. The written approval will include the date the remote learning program will commence for the student in accordance with B.2. above.

APPENDIX A-2
FOR ENTRY - ALL-REMOTE PROGRAM

COMPLETE A SEPARATE FORM FOR EACH CHILD
(PLEASE PRINT)

DATE OF APPLICATION _____

STUDENT NAME _____

SCHOOL ATTENDING _____ CURRENT GRADE _____

PARENT/GUARDIAN NAME _____

ADDRESS/TOWN _____ APT NO. _____

HOME PHONE _____ CELL NUMBER _____

PARENT/GUARDIAN EMAIL ADDRESS _____

I WOULD LIKE TO ENTER MY CHILD INTO THE CLIFFSIDE PARK SCHOOL DISTRICT'S ALL-REMOTE PROGRAM WITH THE UNDERSTANDING THAT THERE IS A 14 DAY WAITING PERIOD OR A PERIOD DETERMINED BY THE BUILDING PRINCIPAL. IN THE MEANTIME, I UNDERSTAND THAT MY CHILD SHOULD CONTINUE IN-PERSON INSTRUCTION OR HE/SHE WILL BE MARKED ABSENT;

PARENT/GUARDIAN SIGNATURE

DATE

PLEASE NOTE: YOU MUST HAVE YOUR OWN DEVICE (LAPTOP OR DESKTOP COMPUTER) OR A SCHOOL ISSUED CHROMEBOOK TO TAKE PART IN THIS PROGRAM IN ADDITION TO YOUR OWN INTERNET SERVICE. ALL GUIDELINES IN APPENDIX B-1 MUST BE FOLLOWED.

Please mail, email or hand deliver a copy of this application to the school's Principal or Michael J. Romagnino, Superintendent of School, 525 Palisade Avenue, Cliffside Park, NJ 07010 or EMAIL: mjr@cliffsidepark.edu