

2023-2024 Monroe 2-Orleans BOCES (BOCES 2) Emergency Remote Instruction Plan (ERI)

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
 - Policy #7240 – Textbooks and Other Instructional Materials
 - At Monroe 2-Orleans BOCES (BOCES 2), all the students in attendance come from our nine (9) component school districts. These individual districts will be the primary source of computing devices for all the students in the different programs at BOCES 2. The different programs consist of our Career Technical Education (CTE), Westside Academy and Exceptional Children.
 - Administrative Staff and Teachers will make sure all students in attendance at BOCES 2 programs will have the appropriate computing devices for their needs daily before the need for this plan is utilized.
 - BOCES 2 will work with the component school districts to make sure the appropriate computing devices are available to the computing devices.
 - Students at BOCES 2 who don't have an assigned computing device from their home school will be provided one with either coordination from the home school or from BOCES 2. BOCES 2 Staff will ensure devices are disseminated through notification and parent/student pickup at the assigned location for that student.
 - BOCES 2 will communicate with parents in students by several different means available. Parents/students will be contacted via email, US Mail, BOCES 2 Website and if needed local media will be contacted and asked to alert parents/students of the need to contact BOCES 2. BOCES 2 will also post on several different Social Media platforms to notify students/parents.
 - If a computing device needs to be serviced or replaced, the students will go through their home school district initially to provide service for the computing device in need. If the student possesses a BOCES 2 computing device, BOCES 2 will ensure repair and/or replacement if necessary. Parents/students will be provided with a Help Desk telephone number/website to assist in repairing the devices. If needed, parents/or students will be able to drop their devices off at predetermined location and time for either repair or replacement.
 - BOCES 2 will make every effort possible to continue synchronous training by utilizing computers, cell phones, laptops or other devices that can accomplish this. BOCES 2 will work with the component school districts to understand what procedures they are utilizing to accomplish this goal. BOCES 2 will determine if scheduled periodic check-ins will be appropriate for the type of emergency at hand.

- The BOCES 2 Emergency Remote Instruction Plan is currently consistent with the Student Digital Resources Data Collection.
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
- BOCES 2 Administrative Staff will work with component school districts and families to identify students who have access to the internet at their residence.
 - BOCES 2 will have MiFi devices available through the BOCES 2 Information Technology (IT) Department (CaTS). BOCES 2 works with the Verizon network and these devices will be available to teachers, parents, and students.
 - BOCES 2 will work with local internet providers such as Spectrum to make sure internet is available to homes that have school aged children.
 - BOCES 2 will work with the component school districts in identifying local internet access points such as government buildings (Libraries, Town Halls, Village Halls, etc.) as well as private commercial buildings (Grocery Stores, Coffee Shops, etc.). BOCES 2 will work with public media outlets in identifying locations that provide free and accessible Wi-Fi connections.
 - BOCES 2 will provide internet access at all our buildings, programs, and sites that will be able to be accessed by teachers, parents and students if needed in the parking lot.
 - The BOCES 2 Emergency Remote Instruction Plan is currently consistent with the Student Digital Resources Data Collection.
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
- Any school staff that lacks the necessary tools to deliver emergency remote instruction from their place of residence will be provided with said tools (laptop, MiFi, etc.) by BOCES 2.
 - For all programs and courses of study, BOCES 2 ensures that the combined time students engage in both synchronous and asynchronous instruction comply with Commissioner’s Regulations 100.1a Unit of Study.
 - CTE – 60 minutes per day synchronous; up to 90 minutes per day of asynchronous remote instruction
 - Westside Academy
 - 1.0 credit courses - 120 minutes per week synchronous, no less than 60 minutes per week asynchronous instruction.
 - 0.5 credit courses – 60 minutes per week synchronous instruction; no less than 30 minutes per week of asynchronous instruction.
 - Exceptional Children
 - Elementary – minimum of 60 minutes of synchronous instruction per day
 - Secondary – minimum of 120 minutes per day of synchronous instruction.

- Instruction for ELL/ML students will be personalized using appropriate digital translation tools and leveraging additional resources offered through the Mid-West Regional Bilingual Resource Network (RBERN)
4. How will the district determine which students for whom remote instruction via digital technology is not appropriate?
- BOCES 2 will utilize student Individual Education Plans (IEPs) and 504 plans to determine if remote instruction through digital technology is not appropriate for an individual student.
 - Should BOCES 2 determine that remote instruction via digital technology is not appropriate, staff will collaborate directly with the student, family, and when necessary the home district to identify the most appropriate means by which instruction will be delivered. In all situations of this nature, paper materials will be provided to the student that is representative of the content material that students participating in synchronous instruction via digital technology are receiving. Additional efforts will be made to allow for 1:1 instruction by the teacher via a medium determined to be appropriate for the student and family as well as the circumstances leading to the need for remote instruction.
 - Should a student not have adequate internet access to engage in synchronous instruction through digital technology, BOCES 2 will collaborate with the family to determine if the provision of a MiFi device to provide adequate internet access will provide adequate access. In these circumstances, a MiFi device will be made available to the family.
5. Below is a description of how BOCES 2 special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
- BOCES 2 will ensure that student with disabilities receive any and all related services outlined in their IEP. BOCES 2 related service providers will coordinate directly with classroom teachers, and families to determine the most appropriate schedule to deliver services. It is BOCES 2 general practice that therapy schedules will remain the same, if possible, as it was for in-person instruction. As appropriate, and based on unique and individual circumstances, related services may be delivered remotely using technology such as Zoom, Microsoft Teams, or other appropriate platforms; or if possible, in-person at coordinated time and locations.
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.
- No foundation aid is received by BOCES 2.