



Remote Emergency Instruction Plan

Student access to a computing device

- School in the Square has enough devices to ensure each student has access to a computer or tablet that could be sent home in the event that access is needed remotely

Dissemination of computing devices

- With enough notice, devices would be sent home with students in preparation for remote instruction
- If this is not possible, the operations team would be available to distribute the devices from the elementary school, middle school, or high school the following day so that parents could pick up a device from the campus that is closer to their home
- If needed, families will also have the opportunity to obtain a mobile hotspot at this time

Communication with families regarding dissemination of devices

- School in the Square will send an alert via text, email, and phone to ensure that families receive the information needed to receive their device
- Additionally, our 24/7 email hotline will be closely monitored to support parents seeking additional information

Device Servicing

- In the case of a needed repair, the school will host device swap/repair services during set hours multiple times per week. No appointment will be needed

Synchronous Instruction for Students Without a Device

- School-provided access: The school will ensure every student has a working device and reliable internet for remote learning at no cost to families. Families will not be asked to supply devices.
- Temporary same-day bridge: If a device fails or is missing, the student may join by phone while Ops issues a loaner. Teachers will post assignments in the LMS and note "tech barrier" attendance.
- Provisioning timeline: Ops will provide a loaner device within 48 hours and a hotspot when needed. Pickup, courier, or school-arranged delivery available for high-need cases.
- Instruction while awaiting device: Low-bandwidth materials (PDF/Slides) and brief teacher check-ins are provided. Printed packets may supplement but do not replace live instruction.



How will the district determine the need for access to internet in students' places of residence?

- Families are surveyed in the first month of school each year to determine which families need support with access to internet

How will the district ensure that all students have access to internet?

- The school has a supply of hotspots that can be distributed to families in need

How will the district ensure that school staff has the necessary tools, including device and Wi-Fi, to deliver emergency remote instruction from their places of residence?

- In the same way that devices would be distributed to students, devices, including laptops, hotspots, document cameras, and other needed materials would be sent home, available for pickup, or mailed to teachers' homes as needed

What portion of the school day will be spent on synchronous instruction?

- Elementary School students would spend between one and three hours on synchronous instruction
- Middle and high school students would spend five or more hours on synchronous instruction

What portion of the school day will be spent on asynchronous instruction?

- Elementary School students would spend one hour or less on asynchronous instruction
- Middle and high school students would spend between one and three hours on synchronous instruction

How will instruction be personalized to support students individualized needs, including supporting ELL/ML students?

- The school would support students with available technologies for ELL/ MLL supports, along with check-ins from intervention teachers

What training is provided to teachers in order to help adapt their instruction to the district expectations?

- The school would provide professional development at each campus and ongoing support for teachers

How will the district determine which students for whom remote instruction via digital technology is not appropriate?



- The district will aim to serve all students through remote learning, and will be reaching out to families to ensure students have access and resources

How will the district provide synchronous instruction for those students for whom remote instruction by digital technology is not appropriate?

- This would be determined on a case-by-case basis, but the district would plan on serving all students through remote instruction

How will the district provide synchronous instruction for those students who do not have adequate internet access?

- The district will provide devices for students so that internet access is not a barrier to learning

How will the district ensure that special education and related services will be provided remotely?

- The schools will continue to provide as many of the IEP services as possible in remote instruction, including co-teaching, small group instruction, and related services

How has the district coordinated with special education teachers, support staff, and service providers in the district to ensure that each student with an IEP is receiving the same quality of services that would occur in an in-person environment?

- The central office staff works closely with Student Support Services Coordinators and school site teams to ensure services are being provided to students. This would continue in a remote environment.

This provision allows for districts to determine the number of hours per day that the district plans to provide instruction during emergency remote learning.

How many hours of instruction will the district plan to claim for each day of an emergency closure?

- The district will provide five hours of instruction for each day of an emergency closure.