Grades K-12 Remote Learning Handbook

WALLKILL Central School District

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REMOTE LEARNING PREFACE

Remote learning provides an opportunity for students and teachers to remain connected and engaged with the content while working from their homes. The key to success in remote learning is flexibility and consistency. Having a consistent daily meeting time, schoolwork calendar, and office hours allows students and parents to plan accordingly.

Remote Learning is designed to provide students with an engaging online learning experience that includes clear expectations and outcomes for each week. The learning experience will include online and offline learning activities* that are aligned with the New York State Learning Standards. This may include instructional videos, live and recorded sessions, and/or online resources. Off-line resources may also be provided. The work in each content area can be found on District approved learning platforms such as: Schoology, SeeSaw and/or Microsoft Office 365. Classroom teachers will announce the platform they will be using and will be able to help if necessary.

Asynchronous: Students learn at different times

• Communication is not live

• Possibly more convenient and flexible

• Allows students to work at their own pace

• Recorded and Pre-recorded lessons may be reviewed multiple times as needed

• Schoology/Microsoft Office 365

Synchronous: Students learn at the same time.

• Communication happens in real time (live)

• Allows for instant feedback and clarification

• Zoom/Schoology/Teams Conference

• Students will follow their normal schedule. Students will sign on to the learning platform assigned to them by the classroom teacher. (See Appendix A, B and C for elementary, middle school and high school schedules)

Office Hours

• Designated times for teacher to be available to students and parents

• Possible uses could be 1:1 or small group support (4-5 students)

• Teacher collaboration/communication

Note: In all situations, remote instruction requires regular and substantive teacher-student interaction with an appropriately certified teacher.

DISTRIBUTION OF ONE-ON-ONE DEVICES AND INTERNET CONNECTIVITY ACCESS

At the beginning of each school year all students will be provided a 1 to 1 device. During the school year, students will be provided a loaner/replacement device, if needed. Additionally, at the beginning of each school year a letter will be sent home to families inquiring if they are in need of an internet connectivity device (e.g. Mi-Fi) along with the Digital Resource Survey to identify the families that may require an internet connectivity device. The district will provide an internet connectivity device to any family that has such a need (See appendix G for Sample Letter and Survey).

Although all of the students will be provided a 1 to 1 device as well as an internet connectivity device (if needed) any student for whom remote instruction by digital technology is not available or appropriate will be provided learning materials consistent with the materials provided to other students on that day. Each case will be addressed on an individual basis.

STUDENT SUPPORTS

School psychologists, school social workers, and guidance counselors will collaborate with classroom teachers to meet the social/emotional needs of all students and are available for parents to speak to if you have any questions or concerns.

COMMUNICATION AND EXPECTATIONS

Communication between the teacher, student and parent is critical for success. The teacher will establish office hours and other available times that they will set aside to meet virtually with students and parents. Zoom, Email, learning platforms, letters sent home and phone calls are all ways in which the teacher may communicate.

Assignments will be expected to be turned in on due dates and students will receive feedback from the teacher in a timely manner.

It is important that students understand their responsibility as learners who engage in their classrooms each day. In addition, they are responsible for the same regulations that are in the building Code of Conduct. This includes appropriate on-line behavior when working within the learning platform and during live classes.

Student Communication

• Students will communicate during scheduled times

• Students will use platforms predetermined by the teacher

• Students will show evidence of participation in completing assignments and attending live sessions

Student Responsibilities

- It is expected that students and parents will not record remote learning sessions or content in any way, including, but not limited to, taking videos, photos or screenshots. Remote learning sessions and content will not be shared on any social media platform or other similar means.

- Create a space and dedicated time for learning

- Wear attire acceptable for school (during online conferences)

- Follow class schedule and be punctual to be their productive best

- Seek help when needed (by teachers, principal, etc...)

- Log into the classrooms daily – (If emergency days are extended for a duration)

- Demonstrate learning with completion of assignments by established deadlines

- Engage in class conversations and focus on instructional videos, etc.

- Watch all instructional videos before completing assignments

- Communicate with their teacher – look back at assignments the teacher has reviewed and commented on

- Follow the Code of Conduct and demonstrate acceptable online behaviors

- Collaborate with peers using respectful language and behaviors

- Use equipment as outlined in the Acceptable Use Policy

- Support each other in this new way of learning

- Be patient with themselves and their teachers- everyone is learning together

Attendance

- The district's attendance policy will be followed

- Attendance at all classes is expected

- Teachers will take attendance for each subject

- Notify teacher of need for absence from class

- Contact teacher for missed assignments

- Missed assignments must be made up by established deadlines

Extra support needed (such as setting up a 1:1 time slot)

- Refer to your schedule to know when your teacher will be online for extra help

- For faster response, reach out during teacher Office Hours

If a Teacher is Absent

In the event a teacher is absent on a remote learning day, the district will make every attempt to provide synchronous learning by a certified substitute teacher. However, if a certified substitute teacher is not secured, students will be provided asynchronous learning. The teacher that is absent will be responsible to provide the materials to the students if the absence is short term.

SCHEDULE

The Remote Learning Plan will be done full time at home and consist of daily live substantive and meaningful interaction between the teachers and students. The on-line learning experience will be standards-based and will include high quality rigorous instructional opportunities and learning experiences.

A remote learning schedule for emergency use days will be provided to parents/guardians, students, faculty, and staff. The schedule will be the letter day originally designated for that day. (See Appendix A, B and C for elementary, middle school and high school schedules)

SCHEDULE DETAILS

The instructional delivery methodology will be determined by the teacher to ensure that the instruction being delivered is aligned with the NYS Learning Standards.

Below is the Instructional Time Frames that outlines the maximum amount of time teachers will be providing live instruction in the core areas and for office hours. Teachers will communicate their day-by-day schedule with students at the beginning of the school year.

Essential Elements for Remote Instruction on Emergency Use Days:

The teachers will provide students with synchronous instruction remotely from home. The instruction will consist of live interaction between the teachers and students. The online learning experience will be standards based and will include high quality rigorous instructional opportunities and learning experiences. It is important to note that the hours of instructional time are not defined as a student's time spent in front of the teacher or in front of a screen, but time engaged in standards-based learning under the guidance and direction of a teacher.

Number of Instructional Hours Designated for Each Day Spent in Remote instruction

Elementary – 5.5 Hours

Middle School – 5.53 Hours

High School – 5.6 Hours

SPECIALS – ELEMENTARY LEVEL (ONLY)

Students will follow the A-F day schedule for specials. The special schedule will be shared with the parents/students by the classroom teacher. The Art, Music, PE, and Library teachers may also post lessons to the district website. Please see the district website for the designated letter day.

SPECIAL EDUCATION

During Remote Learning, our special education staff (which includes special education teachers, teacher assistants (TAs) speech and language pathologists, social workers, school psychologists, occupational therapists, and physical therapists) will provide special education services using a variety of different strategies and online platforms based on an individual student's needs. Individualized materials will be used to meet the needs of each student based on their Individualize Education Plan (IEP). Special education staff will collaborate with families.

ACADEMIC INTERVENTION SERVICES (AIS)

Intervention services will be provided to students as originally scheduled for that day. Parents/guardians will be notified if their child qualifies for extra help to meet or continue his/her progress toward meeting the state standards. The goal of AIS is to provide targeted instruction necessary for students to meet grade-level proficiency. During emergency remote learning, the reading or math specialist will give live instruction via Zoom. The link and the schedule will be shared with the parents/students by the classroom teacher.

ENGLISH AS A NEW LANGUAGE (ENL)

The ENL teacher will provide supports for students that meet the needs based on state regulations. The teacher will work with the classroom teacher to create and provide a schedule. The link and the schedule will be shared with the parents/students by the classroom teacher.

GRADING

Teachers will use the district wide report card to assess student progress in each content area.

• Teachers will seek to provide students feedback and grade assignments in a timely manner

• Teachers will monitor student progress and report such to parents.

• Teachers will use their current grading system to determine report card grades as well as district policies.

TECHNOLOGY

District Approved Technology Tools:	**Additional Distance Learning Tools**
• Microsoft 365 • Zoom • Schoology • See Saw	WCSD Secondary Online Resources • Castle Learning • vocabulary.com • IXL • nearpod • formative • Bloom's Literature • Gale Biography • Gale Science • Gale US History • Newsela –teacher can access materials, no student data • STAR • McGraw-Hill • Pearson • DataMate • Noodle Tools • PQ e library

APPENDIX A

Remote Learning Schedule for Emergency Use Days

Elementary Schools

8:30 a.m. – 9:00 a.m.	Office Hours
9:00 a.m. – 3:00 p.m.	Students will sign on to the learning platform assigned to them by the classroom teacher at 9:00 a.m. The teacher will provide the students the livestream schedule for the day.
3:00 p.m. – 3:30 p.m.	Teacher Planning Time

APPENDIX B

Remote Learning Schedule for Emergency Use Days

John G. Borden Middle School

Office Hours	7:30 a.m. – 8:30 a.m.
Period 1	8:45 a.m. – 9:20 a.m.
Period 2	9:23 a.m. – 9:58 a.m.
Period 3	10:01 a.m. – 10:36 a.m.
Period 4	10:39 a.m. – 11:14 a.m.
Period 5	11:17 a.m. – 11:52 a.m.
Period 6	11:55 a.m. – 12:30 p.m.
Period 7	12:33 p.m. – 1:08 p.m.
Period 8	1:11 p.m. – 1:46 p.m.
Period 9	1:50 p. m. – 2:25 p.m.

Note:
Students will follow their normal schedule following the above times. Students will sign on to the learning platform assigned to them by the classroom teacher.

APPENDIX C

<u>Remote Learning Schedule for Emergency Use Days</u>

Wallkill Senior High School

Office Hours	7:30 a.m. – 8:30 a.m.
Period 1	8:45 a.m. – 9:20 a.m.
Period 2	9:23 a.m. – 9:58 a.m.
Period 3	10:01 a.m. – 10:36 a.m.
Period 4	10:39 a.m. – 11:14 a.m.
Period 5	11:17 a.m. – 11:52 a.m.
Period 6	11:55 a.m. – 12:30 p.m.
Period 7	12:33 p.m. – 1:08 p.m.
Period 8	1:11 p.m. – 1:46 p.m.
Period 9	1:50 p. m. – 2:25 p.m.

<u>Note:</u>
Students will follow their normal schedule following the above times. Students will sign on to the learning platform assigned to them by the classroom teacher.

APPENDIX D

Faculty-Staff Procedures to Pivot To Remote Learning

Faculty/Staff
Procedure to Pivot to Remote Instruction Due to Emergency Conditions

If a building or the District needs to pivot to remote instruction due to emergency conditions, the following steps will be taken to ensure a smooth transition:

1. *Superintendent of Schools/Designee will send out an all-call (voice call and/or text message) informing parents and employees that a building(s) or District will pivot to remote learning for a specified date(s) and reason. In addition, information will be posted on the District's website, radio stations, and television stations.*

2. *The Building Principal will send out a follow up all-call and/or email to parents via School Messenger informing them of the pivot and will include directions for students to access remote learning. The directions will include:*

   ➢ *A reminder that students will follow the remote learning bell schedule/instructional schedule, and that more information can be found on the school's website.*

   ➢ *Students should access the Zoom link for their classes through Schoology or any other District approved platform that has been provided to the students by their teacher.*

3. *Faculty/Staff will be notified if they need to report to the building or if they will work from home.*
   Please note: This is dependent on the reason as to why the building or District is pivoting to remote instruction.

   ➢ *Teachers will need to communicate to students in advance where the Zoom link or other District approved platform will be posted if a pivot to remote learning is necessary (example: Schoology).*

   ➢ *Teachers will remind students that they need to bring school-issued Chromebooks home daily.*

   ➢ *Teachers will instruct live via a District approved platform (e.g. Zoom) and need to ensure that they have the technology at home to do so.*

   ➢ *Instruction will be synchronous.*

   ➢ *Attendance will be taken.*

> *The schedule will be the letter day originally designated for that day.*

> *At the secondary level, related service providers and guidance counselors will provide student support as scheduled for the day.*

> *At the elementary level, special area teachers/related service providers will provide the classroom teachers the link to access the special area/related service provider lessons.*

> *Teaching assistants and teacher aides will follow his/her normal schedule for the day and/or follow a schedule assigned by the building principal.*

> *Office staff will perform their daily duties and/or perform duties assigned by the building principal.*

Please review this information carefully. It is imperative that we communicate to our students where they will be able to access live instruction if a pivot to remote instruction is necessary.

APPENDIX E

Parent-Guardian Procedures to Pivot to Remote Learning

<u>*Parents/Guardians*</u>
<u>*Procedure to Pivot to Remote Instruction Due to Emergency Conditions*</u>

If a building or the District needs to pivot to remote instruction due to emergency conditions, the following steps will be taken to ensure a smooth transition:

1. *Superintendent of Schools/Designee will send out an all-call (voice call and/or text message) informing parents and employees that a building(s) or District will pivot to remote learning for a specified date(s) and reason. In addition, information will be posted on the District's website, radio stations and television stations.*

2. *The Building Principal will send out a follow up all-call and/or email to parents via School Messenger informing them of the pivot and will include directions for students to access remote learning. The directions will include:*

   - *A reminder that students will follow the remote learning bell schedule/instructional schedule, and that more information can be found on the school's website.*

   - *Students should access the Zoom link for their classes through Schoology or any other District approved platform that has been provided to the students by their teacher.*

3. *Additional information for parents/guardians:*

   - *Teachers will communicate to students in advance where the Zoom link or other District approved platform will be posted if a pivot to remote learning is necessary (example: Schoology).*

   - *Students will need to bring school-issued Chromebooks home daily and/or as directed by the classroom teacher.*

   - *Teachers will instruct live via a District approved platform (e.g. Zoom).*

   - *Instruction will be synchronous.*

   - *Attendance will be taken.*

➤ *The schedule will be the letter day originally designated for that day.*

➤ *At the secondary level, related service providers and guidance counselors will provide student support as scheduled for the day.*

➤ *At the elementary level, special area teachers/related service providers will provide the classroom teachers the link to access the special area/related service provider lessons.*

APPENDIX F

SAMPLE COMMUNICATION LETTERS

1. Sample Parent/Guardian letter – Emergency Day Use

   Information

   o Email annually beginning of December

2. Sample Faculty/Staff memo – Procedure to Pivot to Remote
   Instruction Due to Emergency Conditions

   o Email annually mid-December

3. Sample Parent/Guardian letter – Procedure to Pivot to
   Remote Instruction Due to Emergency Conditions

   o Email home when two (2) emergency days remain

WCSD

December xx, 202x

Dear Parents and Guardians,

As we prepare for the 202x-2x winter season, we wanted to share with families how emergency days will work this school year. Starting with the 2022-23 school year, the New York State Education Department has passed a regulation allowing school district to shift to remote instruction in lieu of using an emergency day. **The District has allocated # (#) emergency days as part of the 202x-202x school calendar and our plan is to use these days, if needed. Should the District exceed the # (#) allocated emergency days, we will pivot to remote instruction rather than close school for the day. In doing so, the District will not have to take days away from Spring Recess.**

Prior to the District exceeding the allocated emergency days, we will provide families with information regarding the implementation of remote instruction if the need arises.

In the event the District is required to utilize an emergency day, an emergency delay, or pivot to remote instruction, we will continue to utilize the radio, television, our website, and text message (if opted-in) to notify families. For further information on weather closing and delay information, please use the link on the District homepage.

If you have any questions, please contact your child's building principal.

Sincerely,

Brian Devincenzi
Assistant Superintendent for Support Services

BD/sh

WCSD

Wallkill Central School District, 1500 Route 208, PO Box 310, Wallkill, New York 12589

(845) 895-7101, Fax: (845) 895-3630

Kevin Castle
Superintendent of Schools

TO: Faculty/Staff

FROM: Kevin Castle

DATE: "Date"

RE: Procedure to Pivot to Remote Instruction Due to Emergency Conditions

As you are aware, the Board of Regents approved an amendment to §175.5(e) of the Commissioner's regulations that permanently allows the use of remote instruction in lieu of closing due to an emergency condition. The District has allocated # emergency days as part of the 202x-202x school calendar and our plan is to use these days, if needed. Should the District exceed the # allocated emergency days, we will pivot to remote instruction rather than close school for the day. In doing so, the District will not have to take days away from Spring Recess.

Attached please find a document titled "Procedure to Pivot to Remote Instruction Due to Emergency Conditions" and the remote learning bell/instructional schedules for the high school, middle school, and elementary schools. It is important to note that the delivery of instruction will be synchronous (live) using a District approved platform (e.g. Zoom). Therefore, it is important that your students are well informed ahead of time on how to access "live" remote instruction if the need arises. Please see the District-Wide Safety Plan for additional information regarding remote instruction.

If you have any questions or concerns, please contact your Building Principal.

Attachments

WCSD

Wallkill Central School District, 1500 Route 208, PO Box 310, Wallkill, New York 12589

(845) 895-7101, Fax: (845) 895-3630

Kevin Castle
Superintendent of Schools

Anthony White	*Tara Rounds*	*Brian Devincenzi*
Assistant Superintendent	*Assistant Superintendent*	*Assistant Superintendent*
for Educational Services	*for Special Education and Intervention Services*	*for Support Services*

"Date"

Dear Parents/Guardians,

As you are aware, the District has allocated six (6) emergency days as part of the 2022-2023 school calendar and our plan is to use these days, if needed. To date, the District has used # emergency days. Should the District exceed the six (6) allocated emergency days, we will pivot to remote instruction rather than close school for the day. In doing so, the District will not have to take days away from Spring Recess.

Attached please find a document titled "Procedure to Pivot to Remote Instruction Due to Emergency Conditions" and the remote learning bell/instructional schedules for the high school, middle school, and elementary schools. It is important to note that the delivery of instruction will be synchronous (live) using a District approved platform (e.g. Zoom). Therefore, it is important that your child is aware of how to access "live" remote instruction if the need arises. Please note, your child's teacher(s) should have already provided this information to them. Please see the District-Wide Safety Plan for additional information regarding remote instruction.

If you have any questions or concerns, please contact your Building Principal or child's teacher. Furthermore, if you do not have access to internet connectivity, please call 845-895-7145.

Sincerely,

Kevin Castle
Superintendent of Schools

Attachments

KC:kc

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APPENDIX G

Digital Resource Survey Information

WCSD

Wallkill Central School District, 1500 Route 208, PO Box 310, Wallkill, New York 12589
(845) 895-7103, Fax: (845) 895-8053

Anthony White, Assistant Superintendent for Educational Services
awhite@wallkillcsd.k12.ny.us

Dear Parent/Guardians,

The New York State Education Department (NYSED) is asking parents/guardians to complete a Digital Access Survey for **every** student in their family in grades K-12 annually.

The survey consists of nine questions created by NYSED. All questions must be answered for a survey to be considered complete. One survey is to be filled out for **each** child you have enrolled in the district.

How to Complete the Survey for Elementary, Middle and High School Students:

We are requesting that parents complete the survey through the parent portal.

To access the survey, you can use either the SchoolTool Mobile App or the SchoolTool Website. **The mobile app is the fastest way to complete the survey and you will be able to finish in under one minute.**

Option 1: SchoolTool Parent Portal **Mobile App** Directions

Option 2: SchoolTool Parent Portal **Website** Directions

If you do not have a SchoolTool parent portal account, now's a good time to sign-up, as SchoolTool provides parents with important information about their students, such as grades, assignments, and attendance. **SchoolTool parent/guardian enrollment information.**

If you need help answering the questions please refer to guidance **HERE**.

Thank you for taking the time to complete the Digital Equity Survey.

Sincerely,

Anthony White