



## **Introduction to Off-Site Learning**

Amity Regional School District No. 5 is committed to providing learning opportunities to our students that grow lifelong learners and literate, caring, creative, and effective world citizens. During this period of unexpected, yet necessary closure, Amity will provide opportunities for off-site teaching and learning. Off-site (also referred to as distance) learning will require students to access offline and online instructional opportunities from home in order to continue the learning process and maintain instruction during this school closure. Off-site learning is not a replacement for the in-class experiences that bring students and teachers together in social environments designed to ignite and support learning. Rather, its purpose is to offer an alternative to on-site learning during situations in which access to the school learning environment is prohibited for an extended period of time. Off-site learning is designed to offer, to the greatest degree possible, appropriate access to educational opportunities for each student. While we cannot replicate the classroom, instruction will continue to be grounded in our Amity curricula and national and state learning standards.

An off-site learning plan, by its design, is intended to be flexible to respond to an evolving situation. To that end, this document provides general information to all families. Delivery of instruction, access to resources, and expectations for students may vary based on age, grade level, content area, and course. Additionally, as our skills and resources to provide off-site learning grow, we are prepared to adjust to provide the most optimal learning experiences we can. We look forward to working with students and families through this unique opportunity. The success of off-site is dependent upon the fulfillment of the responsibilities and expectations outlined in this plan, and the partnership between teachers, students, and parents throughout its implementation.

### **What is our goal for off-site teaching and learning?**

- To maintain a continuum of instruction and learning
- To maintain as many of the existing systems, supports, and processes for staff and students

*\*This does not replace the on-site educational experience, but is, rather, an emergency contingency plan during extraordinary circumstances.\**

### **General Expectations:**

Heightened self-direction is an element of off-site teaching and learning and the faculty and staff expect that the learning activities planned in any given subject area or class will require an average of 3 to 6 hours per subject per week. Students are expected to demonstrate learning as indicated by the assigned teacher(s) activities. This may include but is not limited to making or collaborating on a Google document, completing a blog post, submitting an assignment, uploading a photo of work, or other methods of showing learning.

- This is a new opportunity where we will all learn together
- Teachers will be available for students during designated times
- Teachers will communicate via email/digital correspondence in a timely manner
- Be flexible and patient

**Attendance:** Just as in the regular school year attendance/participation in school is required. As such, student attendance will be tracked through online engagement including, but not limited to, work submission as well as through student sign-in/participation to online activities. If a teacher identifies that a student has not participated or has not demonstrated engagement, the teacher will first make contact via email with the student and/or guardian. The teacher will also communicate with the student's counselor. If disengagement persists, the teacher will contact the student's administrator.

**Grading:** Student grades will reflect demonstration of skills and knowledge and will be based on experiences assigned by the teacher and based on the curricular goals, including activities, assignments and submitted projects.

### **What can students expect during off-site learning days?**

Students are required to participate in off-site learning. The learning opportunities can be asynchronous, unless otherwise requested. Asynchronous refers to activities that do not need to happen at a designated time. Asynchronous activities will be supplemented using email, Unified Classroom, or other platforms as well as instructionally appropriate feedback on work submitted by students.

Students will be fully practicing their digital skills, especially citizenship in an online world. This is a time that special attention needs to be given to the responsible use of technology that every student and parent agrees to annually through Amity's Acceptable Use Policy document. Assignments and activities will be communicated to students through Unified Classroom.

Students will:

- Adhere to the communication and directions for lessons aligned to learning objectives for each unit
- Participate in opportunities to interact and engage with the content through various digital forms, depending on the subject or discipline
- Reflect on feedback from teachers and support staff
- Regularly engage with of a variety of digital tools to show evidence of their learning
- Balance work and breaks during the day, engaging with each course content for an average of 3-6 hours per week. A balanced schedule is critical when engaging in distance learning.

### **What can parents/guardians expect during our off-site learning days?**

Parents/guardians are an integral component in the success of all learning environments, including this off-site learning model. Parents/guardians are encouraged to support their child(ren) in this unique learning situation. Challenges will arise. Please be patient and supportive of both child and school at this time to support at home learning as much as possible.

Parents/guardians can:

- Create a dedicated school work space
- Assist your child with technical issues to ensure online activities can be accessed
- Regularly check email, school websites, and Unified Classroom to receive important updates

- Monitor completion of work assigned through Unified Classroom and Powerschool
- Understand and communicate to students that work assigned by teachers is not optional; the expectation is that assigned work will be completed
- Proactively communicate with teachers, related service providers, mental health workers, technology support staff, and administrators when you or your child is in need of assistance

**What can faculty/staff expect during our off-site instruction days?**

Teachers will do their best to provide appropriate resources in an online format and supplement with printed materials, if and when available and appropriate. While Amity’s off-site learning is not structured around synchronous participation, teachers and specialists will be available to support students and answer questions in a digital format during the school hours. In addition, there may be check-ins using approved online applications. Teachers will be given support with digital resources and tutorials, as well as time for collaboration with colleagues, to support their efforts to create meaningful experiences for students while they are not in school due to an emergency closing.

Faculty/staff will:

- Provide reasonable digital correspondence with students and parents in a timely manner
- Communicate when students can expect new work to be posted online
- Instruct students through virtual online platforms, such as Google or Zoom
- Post student assignments, projects, and tasks through Unified Classroom
- Provide feedback and grades on submitted assignments
- Enter appropriate grades for completed assignments and assessments into PowerSchool gradebook
- Collaborate with special education teachers and support staff (school counselors, psychologists, speech and language, etc)

Off-Site Learning Schedule - Amity Regional Middle Schools

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday (flex*)</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:30-9:30</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>
<b>9:30-11:30</b>	Social Studies	English	Life Arts 7 & 8	Spanish	Extra Help by Appointment **
<b>11:30-12:30</b>	Lunch	Lunch	Lunch	Lunch	Lunch
<b>12:30-2:30</b>	Science	Math	7 & 8 Music/Chinese/R eading	7 & 8 Physical Education	Extra Help/Flex by Appointment **

\*\* Please email teachers to schedule online office hours or follow the teacher's protocol for meeting provided on teacher's Unified Classroom page.

Off-Site Learning Schedule - Amity Regional High School

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday (extra help/ flex*)</b>	<b>Thursday</b>	<b>Friday</b>
<b>7:30-9:30</b>	<b>Planning/ Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>	<b>Planning/Prep</b>
<b>9:30-10:30</b>	English	Social Studies	English/Social Studies/World Language	World Language	PE/Health
<b>10:30-11:30</b>	Science	Visual and Performing Arts (VPA)	Math/Science/ World Language	Math	CTE  Reading
<b>12:30-1:30</b>	Math	CTE  Reading	PE/Health/VPA/  CTE	Science	Visual and Performing Arts (VPA)
<b>1:30-2:30</b>	World Language	PE/Health	Reading  Open Flex	English	Social Studies

Flex-this time is allotted for teachers to schedule extra help or individual check-ins with students on an as needed basis (similar to office hours or extra-help time).

**Sample Distance Learning Student Checklist**  
**How to manage your daily routine online and offline**

**BEFORE LEARNING**

	Wake up
	Eat breakfast, take a shower, brush your teeth and get dressed for the day
	Prepare your learning environment and space for comfort and productivity (free from extra distractions and other siblings)
	Set up your charged device; login
	Open the platform.
	Check your school district email and Unified Classroom. Review your teacher notifications and directions - read any learning activity/course announcements. Record your learning activities or assignments
	Bring a water bottle or glass of water to your work space

**DURING LEARNING**

	Follow the plan outlined by your teachers and complete assignments/activities
	Ask questions/communicate with teachers based on your schedule provided by your school (see above)
	Maintain your pace for learning and interacting with the activities and assignments
	Take Brain Breaks, shift from planning to doing, S-T-R-E-T-C-H, eat a snack or Lunch, wash your hands

## AFTER LEARNING

	Submit your assignments to your teacher(s)
	Plug in/Charge your device for the next day of learning
	Clean up your work space. Put your materials away for the next day
	Revisit your time management plan. How did it work for you? Do you need to revise your plan?
	Self-evaluate and reflect on the experience learning from a distance. Look in the mirror; smile; say you are proud of yourself and pat yourself on the back!
	Share your learning with someone at home!



## **Online Tools & Digital Resources**

- Submitting [assignments](#) in PowerSchool Unified Classroom ClassPages
- [Google Hangouts/Meet](#) (with amityschools.org), [Microsoft TEAMS](#) (with amityregion5.org), [Zoom](#) (with amityregion5.org) - for live (real-time) learning
- [Screencastify](#) - screencasting Google Extension

### **Study Island** <https://app.studyisland.com/cfw/login/>

- ELA, Health, Math, Science, Social Studies, AP, SAT and ACT test prep
- Lessons, flash cards, assessments, practice
- [Click here](#) for log in directions for students or Log in with Clever
- Contact [Lisa Lassen](#) via email if you can't access your Study Island account

### **Discovery Education** <https://www.discoveryeducation.com/>

- ELA, Career/Workplace, Health, Math, Science, Social Studies, Visual/Performing Arts, World Language
- Videos and video segments from the Discovery Channel
- Sign in with Google

### **Defined STEM** <https://www.definedstem.com/>

- ELA, Math, Science, Social Studies
- "PADI" type project-based learning lessons/units
- including video and text resources at a variety of levels
- fully customizable
- Sign in with Google

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