

# Letchworth Emergency Remote Instruction Plan

**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.**

## **§155.17(c)(1)(xxi)(a)**

### **Technology and Connectivity**

#### Standard Operating Procedure

- Technology knowledge and skills are vital for full participation in 21st century life, work and citizenship. The District is committed to assuring that our students have the skills and access they need to navigate learning on computing devices.
- District Platform: G Suite for Education (Google Classroom, Google Meet)
- Regardless of the instructional model, the District will utilize our 1-1 plan with student Chromebooks at the highest extent possible.

### **Students**

- All students in grades PK-12 have the personal use of a Chromebook that can travel from school to home. The District is committed to implementing digital fluency across all content areas.
- Chromebooks and the Google educational platform will continue to be a part of normal classroom instruction.

**2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.**

## **§155.17(c)(1)(xxi)(a)**

- The District has surveyed the community and will continue to identify those families that do not have connectivity at home.
- Under 10% of our student population does not have consistent access to the internet in their homes. (GVBOCES/EduTech is currently working with Verizon to try to improve coverage throughout our area.) For students who cannot have consistent internet access in their homes, the district will provide other means to access the instruction. If we need to shut down, but are allowed to have a small number of students in the building, students without internet access will be allowed to come to school for instruction. If students are not allowed in school, learning packets will be provided to supplement the instruction.
- Classes that utilize school computers that are specific to their subject, such as CIMS, will follow the safety/cleaning procedures outlined below.

**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.**

**§155.17(c)(1)(xxi)(b)**

**Remote Instructional Model**

A teacher of record will be assigned to students. Instruction for students will be accomplished through:

- synchronous Google Meets.
- recordings watched via Google Classroom.

**To the greatest extent practicable**, students will adhere to the same schedule as if in-person.

**Learning Materials and Content**

Paper textbooks, and other content

Digital copies of textbooks

Digital content and activities provided by the District, either free or subscription-based online learning courses or course content modules

**Communication Tools**

Telephone and/or video calling

Email

Video conferencing

Social media

Website

Learning Management System (Google for Education)

**Teacher and Student Interface**

1. Teacher office hours, virtually (online) via video conferencing and/or chat, and/or phone
2. Scheduled teacher/student(s) check-ins, virtual (online) and/or via phone
3. Asynchronous communication, feedback, and support via email or the Learning Management System (Google for Education)
4. Hard copy (paper) instructional materials provided to students.
5. Instructional materials provided via technology, such as posted on a teacher website or available through the Learning Management System (Google for Education).
6. Individual or small-group synchronous instruction facilitated using technologies such as telephone or video conferencing.
7. Large-group or whole class synchronous instruction facilitated using technologies such as telephone or video conferencing.
8. Recorded instruction disseminated through technology, including via podcast, dedicated website, or Learning Management System (Google for Education).

## **Technology Access**

All teachers and students are provided with computing devices.

**At K-6:** Teachers will have a class meeting every morning to touch base with all students. This morning meeting will address social-emotional needs to see how every child is doing, and also classroom ELA and Math objectives for the day. This time will be determined by each teacher, and parents will be informed the first week of school on individual class meeting times.

Students who choose remote learning will have access to their teachers in set conference times decided by the teacher and students. Times will be between 2:05-3:05 p.m. Monday-Thursday. Times will vary and will be scheduled on a weekly basis.

**At 7-12:** Students who remain 100% remote will remain on class rosters and receive all instruction via Google Classroom from appropriate faculty. Daily attendance will be mandatory and learning outcomes will be addressed and graded. Teachers will establish daily office hours and maintain communication with students each day whether through email or phone, Google Classroom, or another standardized method. Attendance for A- and B-Day classes will be taken by the teachers assigned on those school days when there is evidence of substantive participation in the form of:

- completed assignments
- email responses or phone calls
- Google Meet/Classroom participation

All staff have been provided a Chromebook device for work on-site and work from home use.

- The District will (if allowable and appropriate) safely provide space for all staff to work from the building in all three models of instruction. This will provide the staff the connectivity and resources they need for remote instruction.
- In instances where staff cannot be in the building and do not have strong connectivity, hotspots/jetpacks will be provided by the district through GV BOCES.
- The District will continue to offer professional development in the area of remote learning, digital fluency and technology use in the classroom.

## **4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.**

### **§155.17(c)(1)(xxi)(c)**

- The District will continue to explore all options for families that do not have internet services and attempt to secure connectivity for them through GV BOCES. The school will purchase flash drives for students without internet access to be able to watch recorded lessons from the classroom teachers.

- Any students without internet access will also be provided with classwork and homework assignments on a flash drive that will be made available each week on Tuesdays. Parents will have to pick up the flash drives during regular school business hours at the MS/HS office. In addition, our public libraries offer high-speed internet access; and our building offers access in our front parking lot.
- Students with disabilities who chose remote learning will have scheduled online access to their special education teacher and related service providers per the student IEP.

**5. A description of how 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.**

**§155.17(c)(1)(xxi)(d)**

Students with disabilities who are on remote learning will have scheduled online access to their special education teacher and related service providers per the student IEP.

If allowable, safe and appropriate, service providers may also provide services in the student's home.

**If allowable, safe and appropriate,** students who attend BOCES Career & Tech will go to the Mt. Morris campus on Monday and Tuesday each week for full day courses or work remotely on Career and Tech courses via their BOCES instructors. They will be required to attend remote courses between Wednesday and Friday.

**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.**

For all students, attendance and participation will be mandatory in the remote learning environment. State reporting is required by the school district. Furthermore, traditional grading practices will resume for all courses.

The district will claim the required hours of instruction daily for each day spent in remote instruction, 5.5 hours for elementary students and 6.0 hours for high school students