SHELTER ISLAND UNION FREE SCHOOL DISTRICT

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Shelter Island UFSD

Distance Learning Plan

Remote Learning Program Overview

The Shelter Island School District has put in place a Remote Learning Program in case closure is necessary. This guide will help parents and caretakers understand the way Remote Learning works, the technology support for Remote Learning, and guidelines for our students and parents.

In the eventuality that the school is advised that closure is necessary, Dr. Doelger will alert families and faculty/staff by email and ConnectEd. In this message, Dr. Doelger will specify a start date for Remote Learning. Following Dr. Doelger's communication, the school will provide families with specific instructions about Remote Learning, both academically and technologically.

Action Plan for Students & Parents – Remote Learning

Shelter Island Schools, grades Pre-K- 12, will use the following primary means of communicating assignments, lessons, and activities with students:

- **Assignment Packets –** Packets will be sent home and/or emailed from teachers.

- **School Email –** All students have a school email account. Teachers will communicate with students using the school email.

- **School Attendance –** Teachers will take attendance in Powerschool. A student will be marked present for synchronous classes when they attend a session live. They will be marked present when assignments are completed for asynchronous lessons. Any student with 4 or more absences in any class per quarter will be referred to the COVID Student Support Team to evaluate student needs and progress. Excessive absences may result in class failure and/or grade retainment.

- **Google Classroom – All assignments will be posted in Google Classroom.** All students and parents have access to a Google Classroom account. Google Classroom is a platform that combines a learning management system and gradebook. It enables teachers

to post assignments and instructional materials as well as receive assignments from students. Assignments will be graded and entered into Powerschool. Assignments turned in late may be subject to deducted points at faculty discretion. An appeals process will be in place in the case of extenuating circumstances.

- **Google Meet Conferencing -** Google Meet is a video conferencing app that allows teachers and students to have real-time interaction. Live video sessions can accommodate 2 to 100 participants.

  Teachers/related service providers will regularly communicate using school email and by posting information in Google Classroom. In addition, teachers may provide live video lessons using Google Meet. In the event that a live video meeting will take place, it will occur during the time of a student's regularly scheduled class time. All teachers will provide remote office hours every other day to meet with students in small group sessions or on a one to one basis. Office hours will take place during the regular school day.

*In the event that elementary school students are missing assignment packets, please contact the school at support@shelterisland.k12.ny.us to schedule a pick up/drop off.

If the districts opts to educate remotely at any point next year, we will follow an A/B day schedule for secondary:

- A - Humanities Teachers and some specials teach live classes
- B - STEM Teachers and some specials teach live classes
- Classes will run the regular schedule in 20 minute intervals
- Alternating with live class days, students will be given an asynchronous assignment. Teachers will provide live office hour time on those days during class time. Teachers will provide live support to address individual student needs while other students not needing help will complete the assignment on their own.

Guidelines for Students & Parents & Teachers – Remote Learning

What should students and parents do to ensure success?

- All student-assigned iPads and Chromebooks must be charged nightly to ensure they can meet class expectations.
- Make sure that you have login information for Google Classroom, school email, and Google Meet.
- Log into each system. If you cannot, contact our faculty/staff using support@shelterisland.k12.ny.us.
- Establish and communicate routines and expectations for each day.
- If possible, define a specific physical space for your child's study.
- Live classes are for student-teacher interactions only; if a parent needs an appointment with a teacher, he/she should request a separate time.
- Monitor communications from your children's teachers.

- Collaborate with and support your Shelter Island Union Free School District (SIUFSD) staff, mentors, teachers, and administrators.
- Comply with SIUFSD's Technology Acceptable Use Policy, including expectations for online etiquette.
- Proactively seek out and communicate with other adults at SIUFSD as different needs arise.
- Monitor your child's stress or worry. Communicate with your child's teacher or related service provider.
- Ensure that you and your child are engaging in physical activities, mindfulness techniques, and other de-stressors.
- The district will provide regularly scheduled professional development for parents to help them best support their children's learning needs.

Important Contact Information – Remote Learning

For questions about	Contact
A course, assignment, or resource	The assigned teacher
A technology-related problem or issue	support@shelterisland.k12.ny.us
A personal, academic, health or social-emotional concern	support@shelterisland.k12.ny.us
Superintendent/Principal	brian.doelger@shelterisland.k12.ny.us
Psychologist	danielle.spears@shelterisland.k12.ny.us
Social Worker	michelle.albano@shelterisland.k12.ny.us
Guidance Counselor	martha.tuthill@shelterisland.k12.ny.us
Nurse	mary.kanarvogel@shelterisland.k12.ny.us
Food Services	helene.starzee@shelterisland.k12.ny.us