

Hoke County Schools

# Remote Instruction Plan

*rev. January 2024*



*In accordance with state mandate, PSUs who plan to exercise remote instruction due to emergency closures must annually submit a Remote Instruction Plan to the North Carolina Department of Public Instruction. §S.L. 2022-59/SB 671 authorized the use of Remote Instruction for emergency closures from §S. L. 115C-84..3 (b).*

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## Executive Summary

Hoke County Schools' Remote Instruction Plan is a comprehensive plan designed to address the unique challenges of remote education, ensuring every student and staff member is equipped for success. The plan ensures device accessibility, with each individual receiving a district-issued device for daily use. A key component is the robust implementation of Learning Management Systems, tailored for each grade level, coupled with staff training in remote teaching best practices. This preparation is vital for the efficient and effective delivery of online learning materials.

The instructional methodology of the plan is both diverse and inclusive, combining various online and offline teaching strategies to cater to all students, including those with limited or no internet access. A range of digital resources are integrated alongside standard platforms like Zoom and Canvas. For scenarios where digital access is limited, offline learning opportunities are provided, ensuring that no student is left behind. The plan also emphasizes strong support and accommodations for students with disabilities, ensuring their needs are met through adapted materials and individualized support.

In summary, Hoke County Schools' Remote Instruction Plan is a dynamic and adaptable framework that emphasizes inclusivity, accessibility, and continuity of education. It showcases the district's commitment to maintaining educational standards and supporting the diverse needs of its community, regardless of the learning environment. With its comprehensive approach, the plan serves as a model for ensuring educational excellence in remote settings.

## Strengths and Challenges

Remote Instruction presents a unique set of challenges for all stakeholders. Hoke County Schools has systematically prepared to address these challenges.

- **Our students and staff are fully equipped with 1-to-1 device access.**

Every student and staff member receives a district-issued device, which they take home daily. This ensures the availability of devices for remote learning, even if a remote instruction day is declared unexpectedly.

- **Our Learning Management System (LMS) is fully implemented across all grade levels.**

Staff and students are fluent in the LMS utilized at each grade level, ensuring efficient delivery of online learning materials. This fluency is crucial for the effective and seamless delivery of our educational content.

- **Our staff is well-trained in using the LMS for effective lesson delivery.**

This training includes best practices for remote teaching, ensuring that our educators are equipped to provide high-quality instruction in any situation.

Addressing student absenteeism during Remote Instruction is a critical challenge for Hoke County Schools. To mitigate learning loss resulting from student absences, we have implemented a range of targeted practices. For detailed information, refer to the 'Attendance' section on page 10.

## Instructional Methodology

During days designated for Remote Instruction, Hoke County Schools teachers and staff are prepared to implement various strategies to provide instruction for students. These chosen strategies are designed to effectively reach all students, including those with limited or no internet access. It is expected that all teachers will post assignments in the Learning Management System (LMS) no later than 8:00 a.m. on the designated remote instructional day.

# Online Instruction

## Video Conferencing

While **synchronous instruction** is not required during Remote Instruction, teachers and students will utilize the **Zoom** video conferencing platform for virtual meetings if required.

## Learning Management Systems

Learning Management Systems utilized by Hoke County Schools differ by grade-level range.

- Pre-Kindergarten—1st Grade: **SeeSaw**
- 2nd Grade—13th Grade: **Canvas**

## Additional Resources

In addition to the provided LMS and Zoom access, district personnel may choose to utilize a number of other available digital/online resources for the delivery of remote learning. These resources include:

- Albert.io
- Apex Learning
- CK-12
- Desmos
- EverFi
- Imagine Learning
- iReady
- Learning.com
- mClass
- Reading A-Z
- Reading Horizons
- SchoolNet

## Offline Instruction

While remote learning will be primarily delivered through online methods, there may be occasions where offline learning opportunities will need to be provided. In the event such opportunities are required, they may be provided through one of the following methods:

- District designed learning packets
- Leveled readers
- iReady Math resources
- iReady Toolbox resources
- Teacher created content
- Exported Canvas lessons/modules

## Instructional Alignment

Hoke County Schools teachers will ensure that learning targets taught during Remote Instruction support the standard course of student in the following ways:

- Clearly define and post the learning target and/or expected outcome
- Consider appropriate instructional models based on the learning target/desired outcome
- Pre-assess student knowledge of the learning target
- Select appropriate grade-level materials, resources, and/or platforms to support the learning target

These learning targets will be communicated to students on Remote Instruction days in the following ways:

- Designing learning targets in student-friendly language ("I can..." and "I know..." statements)
- Designing learning targets to reflect learning goals
- Discussing with students at the beginning of the lesson

- Informally assessing to monitor student understanding
- Posting daily for students to see
- Reviewing with students at the end of the lesson

## **Providing and Taking Feedback**

School administrators will monitor instruction by visiting the school's virtual learning spaces and ensuring that remote learning plans are being implemented with fidelity and rigor. Administrators will provide support, encouragement, and constructive feedback on the virtual environments he/she observes. During these times, administrators will monitor LMS environments to ensure that teachers are providing feedback to students.

Hoke County Schools will additionally create and make available a parent/student survey. Based on the feedback from this survey, the district will review and possibly revise the Remote Instruction plan, procedures, and/or materials.

## **Communication & Training**

Hoke County Schools prioritizes communication and training for teachers, administrators, instructional support staff, parents, and students including guidance on accessing and effectively utilizing remote instructional resources. Additionally, the district offers regular opportunities for students to engage with these resources during traditional learning days. This approach is designed to ensure student success and familiarity with the resources, which is vital for effective learning during Remote Instruction days.

## **Staff**

A number of methods will be used to communicate with and provide training to staff members.

- Email



- Newsletters
- Staff meetings
- Asynchronous, self-paced training
- Hybrid training
- In-person training
- Staff intranet/website
- Synchronous, virtual training

## **Families/Students**

It is also critical that families and students understand how to access learning resources during remote instruction days. Any of these methods may be leveraged to provide students and families with necessary training.

- Automated call(s) to families
- Email
- Student handbook
- Individual phone calls (families)
- In-person instruction (students)
- LMS communication
- Meetings
- Newsletters
- PowerSchool parent portal (families)
- Social media posts
- Text messaging services
- Website
- Instructional videos
- Lessons delivered through the LMS (students)
- Tutorials/guides
- Virtual meetings

# Attendance

Hoke County Schools has established effective methods for tracking and reporting attendance during Remote Instruction. This includes specific protocols for determining attendance, the designated reporting system, and clear communication strategies to inform parents about these procedures before the commencement of Remote Instruction.

While synchronous learning sessions are not required during Remote Instruction, students will be counted as “present” in the following ways:

- Checking-in via two-way communication with appropriate teacher(s)
- Completing/submitting assignments offline
- Completing/submitting assignments online.

In order to be counted as “present” for a given day of Remote Instruction, all assignments must be turned in **no later than 3 days** after the Remote Instruction day. Failure to turn in assignments by the cutoff will result in the student being marked as “absent” for the Remote Instruction day.

Attendance data will be verified at the school and district level monthly.

Remote Instruction attendance protocols will be communicated to families before Remote Instruction begins in the following ways:

- Automated calls
- Meetings (e.g., open house, conferences)
- Social media posts
- Student handbooks
- Websites (e.g., school, district)
- PowerSchool bulletins

PowerSchool will continue to be the reporting system used for tracking and reporting attendance during remote instruction with teacher and data managers as the roles responsible for entering attendance data for off-site students.

## Roles and Responsibilities

### Teachers

During Remote Instruction, teachers have multiple responsibilities, including but not limited to the following:

- Complete administrative tasks as assigned by school administration
- Complete administrative tasks (e.g., attendance, feedback, communication)
- Host small group support sessions via live video conferencing
- Monitor and respond to students' questions via email
- Monitor and respond to students' questions via the Learning Management System

During Remote Instruction, teachers **must** be available by and respond to email, phone, and Learning Management System requests during **all working hours** (8:00AM - 4:00PM). Additionally, teachers should hold virtual office hours via video conferencing platforms at a time established by the teacher.

### Non-certified Staff

During Remote Instruction, non-certified staff have multiple responsibilities, including but not limited to the following:

- Complete administrative tasks as assigned by teachers
- Complete administrative tasks as assigned by school administration
- Host small group support sessions via live video conferencing
- Monitor and respond to students' questions via email

- Monitor and respond to students' questions via the Learning Management System

## **Accommodations for Limited Connectivity**

In order for students with limited access to internet connectivity, Hoke County Schools will attempt to provide Remote Instruction in a number of ways:

- Provide hotspots with data plans for those who lack connectivity
- Provide a map of community wifi locations
- Provide wifi in school parking lots
- Provide offline learning materials for students

In order for staff with limited access to internet connectivity to effectively provide Remote Instruction, Hoke County Schools will attempt to assist in the following ways:

- Allow staff to work on campus, if possible, for virtual instruction
- Provide a map of community wifi locations
- Provide wifi in school parking lots

## **IEP and 504 Provisions**

In order to support students with disabilities during Remote Instruction, the following provisions will be considered, as appropriate, when an IEP or 504 plan is initially developed or at any subsequent review or revision of the IEP or 504 plan.

- All materials for virtual instruction are vetted/developed to meet accessibility standards
- EC and 504 students are offered individual homework assistance time via video conferencing
- EC teachers attend synchronous video conferences with students' regular education teachers and support students with IEP and 504 as needed for virtual instruction
- EC teacher co-teach with regular education teachers on video conferencing lessons

- EC teachers plan virtual instruction lessons with regular education teachers to ensure the needs of students with IEP and 504 are met
- Small group support sessions with EC teachers and EC support staff are offered to all IEP and 504 students via video conferencing platform
- Students are provided accommodations and/or modifications during virtual instruction in accordance with their IEP/504
- Students are provided with adapted educational materials and/or assistive technologies in accordance with their IEP/504
- Students are provided with individual virtual coaching and support by regular education teachers or EC support staff

Additionally, EC teachers will be available by telephone, video conference, and online through the LMS to provide direct services during scheduled office hours. All students with disabilities will be provided with devices at the same level as other students within the district. EC inclusion/resource teachers will be added to their co-teachers' classroom groups as collaborators so they can view lesson/assignments, add information, monitor EC students' work, and provide feedback to EC students' work.