

Kenmore-Town of Tonawanda Union Free School District



K-12 Remote Instruction Plan (2026-2027)

This guidance will be followed in the event that the District needs to move from an in-person model to an at-home, remote model for learning in the 26-27 school year.



Overview of the Kenmore-Town of Tonawanda Union Free School District Plan for Remote Learning K-12 All Students

This plan will be implemented for ALL students in the event our district needs to close schools any time during the 26-27 school year.

KTUFSD remote learning plan will ensure the following:

Equitable Tools	Positive Connections	Proactive Communication	Quality Teaching and Learning
			

1. **Equitable Tools:** Access and technical support for online learning.
2. **Positive Connections:** Relationships built and maintained through synchronous instruction, homeroom/advisory, and other scheduled meetings.
3. **Proactive Communication:**
 - a. Clear schedules for synchronous instruction, small group, as well as office hours.
 - b. Learning management system (eg. Google Classroom or Canvas) protocols and practices for organizing content that includes clear expectations and directions for tasks, projects, and assignments toward identified learning outcomes.
 - c. Students will access assignments through Seesaw/Google Classroom or Canvas.
4. **Teaching and Learning:** Reasonable and manageable expectations while striving to maintain rigorous and relevant learning.
 - a. Critical standards, content and skills identified as learning outcomes.
 - b. Regular feedback and standard numeric grading for grades 5-12; rubric grading for grades K-4 grading, consistent with in-person learning.
 - c. Grades are available for parent review through the Parent Portal in Grades 5-12.

K-12 Remote Learning Teaching and Learning

Students in grades K-12 will follow their daily assigned schedule logging into class synchronously via Google Meet.



Students will:

- 1. Log in to their device and access the Learning Management System.**
 - a. Elementary Students (K-4) use Google Classroom.
 - b. Secondary Students (5-12) use Canvas.
- 2. Join the Google Meet link for their first class at the regularly scheduled time.**
 - a. Elementary Students (K-4) will find the link posted in Google Classroom.
 - b. Secondary Students (5-12) will find the link posted in Canvas for each individual class.
- 3. Follow their regular school day schedule. Teachers will provide additional instructions for synchronous and asynchronous learning.**
 - a. Synchronous learning is a general term used to describe forms of education, instruction, and learning that occur at the same time, but not in the same place. The term is most commonly applied to various forms of digital, and online learning in which students learn from instructors, or peers in real time, but not in person.
 - b. Asynchronous learning is a general term used to describe forms of education, instruction, and learning that do not occur in the same place or at the same time. The term is most commonly applied to various forms of digital and online learning in which students learn from instruction—such as prerecorded video lessons or web-based learning tasks that students complete on their own—that are not being delivered in person or in real time.



Technology Support For Remote Learning

Resources for students and parents can be found [HERE](#).

Information to Contact Technical Support is available [HERE](#).



STUDENT CHECKLIST FOR REMOTE LEARNING SUCCESS

Use this checklist as a guide to help manage your time and establish daily routines. Before you start your class schedule each day, what should you consider?

Develop a Routine

- Do you have all of your supplies for your classes meeting that day? (Computer, writing instrument, paper, calculator, etc.)
- Does your computer have enough power? If not, are you near a place you can plug it in?
- Is your workspace free of clutter? Are you in a location where there are limited additional noise distractions?
- Have you turned off or set any technology aside that could be a distraction? (phones, portable video games, tv shows, etc.)

Utilizing your breaks between each class meeting

- Take a 10-15 minute movement break! Get a drink, grab a snack, go to the bathroom, etc.
- Record the homework for the class you just completed. Make sure to write down what is due by the time you meet with that class again.
- Glance at email and your courses in Google Classroom/Canvas to ensure you aren't missing any updates you need to know for your classes that day.

Lunch Break

- Give yourself this time to disconnect from school!
- Allow time to unplug from the computer and give your eyes a break
- Get some fresh air
- Eat some food, check in with your friends, and give yourself this time to take a breath

Daily Independent Work Time (Asynchronous) and Office Hours

- Review and complete homework assigned from your classes.
- Check-in with teachers and email them any questions you may have. Teachers WANT to be in frequent communication with you, know how you are doing, and offer help.
- Meet one on one or in small groups with teachers through Google Meet if previously scheduled.
- Be patient with yourself and your teachers.

Student Expectations - Students will ...

- Complete assignments for all classes during any hybrid/remote learning experience.
- Be held accountable for work. All content taught as part of hybrid/remote learning is applied to course requirements.
- Be required to log in every day to each course during the synchronous learning time for attendance.
- Contact their teacher via email or Google Meet with questions or concerns regarding assignments.
- Access their content via Seesaw/Google Classroom or Canvas.
- Take care of their devices in a respectful and responsible way. [Please review these expectations.](#)
- Be held accountable to the current [Standards of Conduct & Character](#), including but not limited to, the Acceptable Use Policy (pgs. 17-18), and Electronic Communication Device Code (pg. 16). Digital classrooms require the same respect, responsibility, and focused behavior as is expected in our physical school. Please ensure all messaging, online interactions, and tech usage stay strictly educational and respectful at all times.

If you are struggling to find something, understand how to use something or aren't clear on expectations let your teacher or counselor know. Everyone wants to support you!