



Continuity of Learning Plan for Distance Learning



2026 - 2027

The Elwood learning community will continue to work together to provide our students with an exceptional educational program in a virtual environment."





www.elwoodufsd.org

BOE Approval:
07/01/2026

Acknowledgements

Elwood Union Free School District Mission Statement:

The Elwood Public Schools serve a diverse community and value the unique skills and qualities of all our students from kindergarten through senior year. Our mission is to provide an excellent educational experience that empowers and inspires each student to succeed academically, socially and emotionally in an evolving global society. We invite the entire Elwood community to join us on this journey.





Board of Education

Mr. James Tomeo, President
Ms. Deborah Weiss, Vice President
Mr. Walter Edwards, Member
Ms. Patricia Haack, Member
Mr. Thomas Scarola, Member

Central Administration

Dr. Gayle Steele, Superintendent of Schools
Dr. Amy Meyer, Assistant Superintendent for Curriculum & Instruction
Ms. Lorraine Dunkel, Assistant Superintendent for Business
Ms. Eileen Kelly-Gorman, Assistant Superintendent for Special Education and Pupil Personnel Services
Mr. David Shanahan, Interim Director of Athletics and Physical Education
Mr. Ronald Carritue, Director of Facilities
Ms. Irene McLaughlin, Interim Director of Human Resources
Ms. Pamela Fine, Director of Humanities
Mr. Andrew McIntosh, Director of Curriculum
Mr. Christopher Onorato, Director of Instructional and Information Technology
Ms. Mara Pugh, Food Services Director



Building Administration

Ms. Lindsay Fritch, Elwood-John H. Glenn High School Principal
Mr. Timothy Cipolla, Elwood-John H. Glenn High School Assistant Principal
Mr. Wayne Ebanks, Interim Elwood-John H. Glenn High School Assistant Principal
Dr. Christina Moran, Elwood Middle School Principal
Ms. Erica Cuomo, Elwood Middle School Assistant Principal
Ms. Elissa Millan, James H. Boyd Intermediate School Principal
Ms. Julie Bilello, Harley Avenue Primary School Principal



Introduction



The health, safety and well-being of our students, our staff and families is our top priority. Therefore, if an emergency were to necessitate the closure of a class, one of our buildings or the district, this plan is designed to outline the expectations for distance/remote teaching and learning for the members of the Elwood learning community.

We all believe that remote learning, in any form, will never replace the most critical part of the teaching and learning process – the personal interactions and connection between teachers and their students that results in educating the whole child. Recent experience has taught us that it is important to be prepared for distance learning in emergency situations. With that in mind, we have prepared a plan for distance learning in order to best meet the educational needs of our students in Elwood.

This plan includes procedures that will serve as guidance for the following schools:

- Harley Avenue Primary School (K-2)
- James H. Boyd Intermediate School (3-5)
- Elwood Middle School (6-8)
- Elwood- John H. Glenn High School (9-12)

During the school closure, Dr. Gayle Steele, Superintendent of Schools, will serve as the District Coordinator. Each building principal, Ms. Julie Bilello (Harley Avenue Primary School), Ms. Elissa Millan (James H. Boyd Intermediate School), Dr. Christina Moran (Elwood Middle School), and Ms. Irene McLaughlin (Elwood-John H. Glenn High School) will serve as a central point of contact for their respective school communities and will ensure the district is complying and following the best practices per state and federal guidelines. Each principal's contact information is prominently displayed on their designated school's page of the district website: Elwood School District

www.elwoodufsd.org

Guiding Principles

SCHOOL CLOSURE & NOTIFICATION OF A SHIFT TO REMOTE INSTRUCTION

Notification of the shift to remote instruction will come as soon as possible via School Messenger phone call and email correspondence. It is advised that families with younger students consider the necessary arrangements for childcare should a school need to shift to remote instruction on short notice. If conditions require a school or the district to shift to remote instruction, the schedule of instruction will follow the traditional school day schedule.

At the K-5 level, families would be directed to their child's Google Classroom page for the daily schedule. Students in grades 6-12 would follow their normal bell schedule, accessing their classes through Google Classroom pages. Students receiving special education services will join their Google Classroom with peers. Additionally, families will be contacted directly by special education and related service providers.

SCHOOL SCHEDULES



If a school or district closure is necessary, the district will exhaust its three emergency closure days prior to shifting to remote instruction. The three days will allow students, staff, and families to adequately prepare for a smooth transition to distance learning.

Should the three emergency days be used prior to the need to close, remote learning will begin the emergency day after the announcement to close has been made, if practicable. In the event of an anticipated closure, all students and staff will be directed to take their school issued device home with them in order to prepare for the immediate shift to remote learning. In the event of an unanticipated closure, all measures will be taken to assume the most immediate start to remote learning, inclusive of an established pick-up procedure to provide Kindergarten students with a device.

All students, staff and families should be prepared to shift to remote instruction in the case of anticipated closure. Once the distance learning model has been authorized to begin, students will engage in daily remote learning based on the schedules on the following page.



www.elwoodufsd.org

Schedules



Harley Avenue Primary School (K-2)

School Hours are 9:20 a.m.-3:40 p.m.

Students will follow their usual daily schedule as posted by the teacher on Google Classroom, including specials and any support services that they may receive. Consistent with in-person learning, students are expected to attend their virtual classes promptly at the designated times and actively participate in class lessons. All push-in and pull-out supports along with special areas and lunch/recess periods will be part of the remote instruction model.

James H. Boyd Intermediate School (3-5)

School Hours are 7:55 a.m.-2:15 p.m.

Students will follow their usual daily schedule, including specials and any support services that they may receive. Consistent with in-person learning, students are expected to attend their virtual classes promptly at the designated times and actively participate in class lessons. Because daily schedules vary from one classroom to the next, please see your child's Google Classroom page for specific information and schedules.

Elwood Middle School (6-8)

School Hours are 8:19 a.m.- 3:02 p.m.

Students will follow their usual daily schedule, including any support services that they may receive. Consistent with in-person learning, students are expected to attend their virtual classes promptly at the designated times and actively participate in class lessons. Because daily schedules vary from one student to the next, please see your child's Google Classroom page for specific information and schedules.



Period	Regular	KORT	2 Hour-Delay
1	8:19am-9:01am	8:19am-8:57am	10:19am-10:48am
2	9:04am-9:46am	9:00am-9:38am	10:51am-11:20am
KORT		9:41am-10:15am	
3	9:49am-10:31am	10:18am-10:56am	11:23am-11:52am
4	10:34am-11:16am	10:59am-11:37am	11:55am-12:24pm
5	11:19am-12:01pm	11:40am-12:18am	12:27pm-12:56pm
6	12:04pm-12:46pm	12:21pm-12:59pm	12:59pm-1:28pm
7	12:49pm-1:31pm	1:02pm-1:40pm	1:31pm-2:00pm
8	1:34pm-2:16pm	1:43pm-2:21pm	2:03pm-2:32pm
9	2:19pm-3:02pm	2:24pm-3:02pm	2:35pm-3:02pm



Schedules

Elwood-John H. Glenn High School (9-12)

School Hours are 7:26 a.m.- 2:36 p.m.

Students will follow their usual daily schedule, including any support services that they may receive. Consistent with in-person learning, students are expected to attend their virtual classes promptly at the designated times and actively participate in class lessons. Because daily schedules vary from one student to the next, please see your child's Google Classroom page for specific information and schedules.

A technology guide will be sent to all families via email to remind students and families how to access the appropriate Google Classroom pages and Google Meet links on school issued devices.



BELL SCHEDULE	
Period 1	7:26-8:10
Homeroom	8:10-8:16
Period 2	8:19-9:03
Period 3	9:06-9:50
Period 4	9:53-10:37 Lunch
Period 5	10:41-11:25 Lunch
Period 6	11:29-12:13 Lunch
Period 7	12:17-1:01 Lunch
Period 8	1:05-1:49
Period 9	1:52-2:36

Teaching & Learning

- Student needs and educational equity will be at the center of all school instructional decisions.
- Students will engage in synchronous remote learning to the greatest extent possible for the duration of the school/district closure.
- All instruction will continue to be aligned with the New York State Next Generation Learning Standards, with an emphasis on priority and high-frequency standards.
- Grading practices will align to typical procedures and will follow a standards-based framework designed to provide direct feedback regarding students' mastery of content. Grading practices and procedures will be revised if necessary.
- Student attendance and engagement will be monitored and assessed daily. Student expectations for learning will be outlined subsequently in this plan.
- To ensure high-quality remote learning experiences, we will standardize the use of a single online learning platform, to the extent possible, and develop a common, coordinated set of guidelines for teachers to follow when using the platform with students.



Expectations

Student Expectations:

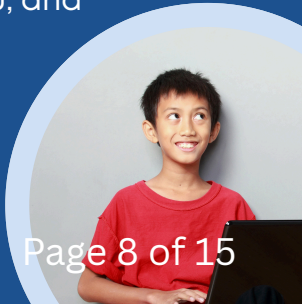
- Log in to Google Meet each day.
- Check for new assignments each day for each class.
- Complete assignments for each class by the due date.
- Communicate with your teachers through Google Meet, Gmail, and Google Classroom.
- Take care of your 1:1 device (charging, updates, etc.)
- Online Classroom Etiquette

Virtual Learning Addendum to the Elwood School District's Acceptable Use Policy (AUP)

For Students:

- The privacy and confidentiality of all users is important.
- Taking photos, screenshots, recordings and/or videos during an online class or when joining a class virtually is not allowed at any time.
- Posting any portions of a class to social media is not allowed at any time.
- Be on time and prepared for your virtual class meeting. Be ready with all your materials a few minutes before the intended start of the class.
- Attendance will be taken during every class.
- Your camera must be on. Look into the camera to be engaged in what is going on.
- When you enter the live virtual classroom, make sure to mute your microphone.
- Give your teacher and classmates your full attention.
- Sit upright at a desk or a table just like you would in class.
- Dress appropriately as you would if you were in the school building. Please do not wear anything that could be deemed inappropriate or offensive. You should always look presentable and neat.
- Take notes on the discussion, just as you would if you were sitting in class.
- When you have a question, type it in the chat box.
- Use the hand raise feature, or raise your own hand, and wait for your teacher to call on you. At that time, you may unmute yourself and contribute to the discussion.
- Only one student should contribute/talk at a time
- During small group discussions, students should wear earbuds and speak quietly into the microphone.
- When you have finished speaking, indicate you are done by saying something like, "That's all" or "Thank you" and then mute your microphone again.
- Be aware that your comments are public and are recorded in the minutes of the session.
- All policies in the Elwood Code of Conduct shall be adhered to in both an online
- or in-person forum.
- Establish a learning environment at home that is free from distractions (phones, siblings, TV, etc), where you can focus, and stay there throughout the lesson.
- The environment should have everything you need for the class session.
- Be aware of your surroundings. Your teacher and classmates can see behind you, and what is reflected in a mirror that may be behind you.





Expectations

For Parents:

- The privacy and confidentiality of all users is important.
  - Taking photos, screenshots, recordings and/or videos during a student's online class or when a student is joining a class virtually, is not allowed at any time.
  - Posting any portion of a class to social media, including content or discussions, is not allowed at any time.
- Essential information for students is posted in the teacher's Google Classroom.
- Please be mindful that remote learning access is for students; please refrain from participating or commenting during a class.
- Interaction with the teacher must occur outside of the class time, by phone, email, or virtual meeting.

Family Expectations

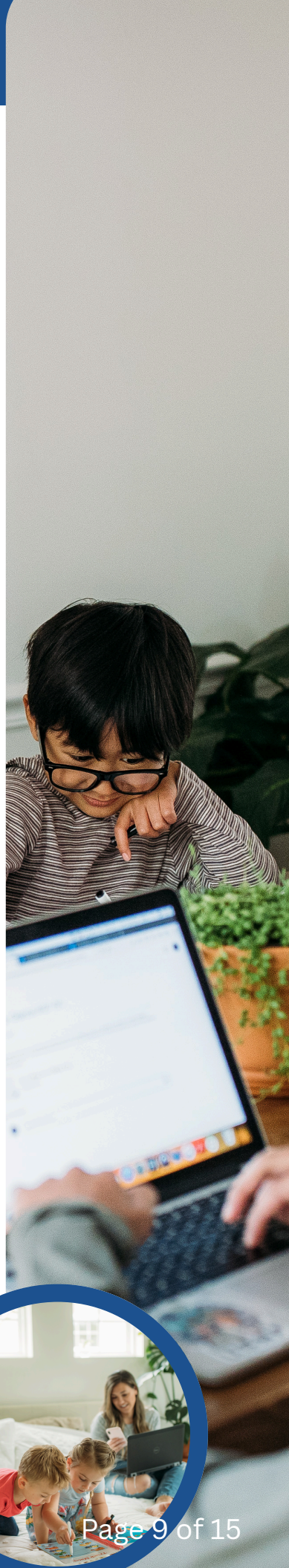
- Check in with your child to make sure they can log in to Google Meet.
- Follow the bell schedule.
- Contact the teacher (Gmail) with any questions.
- Make sure your child completes their work.
- Help your child maintain their 1:1 device.

Teacher Expectations

- Post daily assignments on Google Classroom.
- Submit daily attendance.
- Teach scheduled classes.

Administrative Expectations:

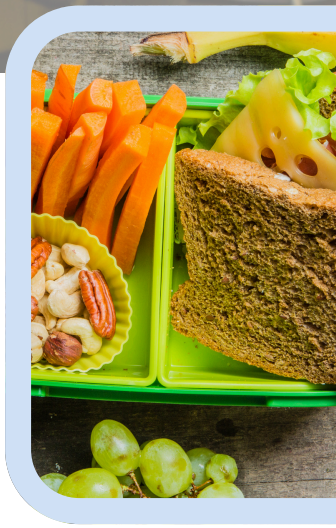
- All district and building administrators will provide oversight to all elements of the instructional programs.
- Administrators will ensure equal access to resources for all students
- Periodic updates will be provided directly to students/parents as necessary.
- Building procedures will be conducted as typical shifting to a virtual environment.
- All daily operations will continue, shifted to a virtual environment.



Digital Equity

If your household does not have internet access, you may contact the technology department at 631-266-6283, to request a mobile WiFi hotspot.





Meal Distribution

Elwood UFSD will provide all students with access to school meals each day.

- District will apply for election waivers for meals consumed off site.
- District will provide “Grab and Go” meals with curbside pickup.
- All Child Nutrition Programs, National School Lunch Program and National Breakfast guidelines will be followed.
- There will be a designated pick-up time and location for “Grab and Go” meals.

Special Education & Related Services



The Elwood UFSD will address meaningful parent engagement in the parent’s language or mode of communication regarding the provision of services to his/her child to meet the requirements of the IDEA.

- Elwood UFSD will continue to provide Procedural Safeguards and Prior Written Notices to parents/guardians through mail or email.

- Virtual CSEs and annual review meetings will occur through virtual/phone conferencing with chairs, classroom teachers, parents and any other mandated providers.
- Speech & PPS providers, K-12, will gather age-appropriate resources that will be linked on the grade level pages and should make weekly contact with students on their caseloads.
- The district will work with program providers to ensure that services are aligned with the recommendations on the individualized education programs (IEPs).

K-12 Mental Health Services



- Mental health staff, including our psychologists, social workers, and school counselors, help people manage stress, anxiety, depression, and frustration. Community resources and mental health hotlines for students and families to access will be posted and made available on the District homepage.
- For students who require support and assistance to manage the current situation, parents/guardians should email Ms. Eileen Kelly-Gorman; she will then forward such needs to building level psychologists, social workers, and guidance counselors for further communication/support.
- Guidance Services: Ms. Kelly-Gorman will be coordinating with all K-12 guidance counselors in meeting the needs of our students pertaining to college planning, junior conferencing, scheduling of courses, etc. She will be coordinating with guidance personnel directly.

Student Attendance & Absenteeism

Some important information to note regarding attendance during remote learning:

- School is mandatory, whether virtual or in-person.
- Being present while virtual means joining and participating in the Google Meet, otherwise it is considered an absence.
- Teachers will be taking attendance in eSchool during remote instruction.

Protocol for Remote Instruction

Remote Instruction Due to Severe Weather, School/District Closure:

- Remote instruction delivered from employees' homes
- Additional information with Remote Day instructions for Teaching Assistants, Paraprofessionals, Office Staff and Food Service Workers will be provided.

Remote Instruction Due to Staff Shortage:

- Buildings open, staff report to buildings, students at home

Essential Information	Additional Information
All schools will follow normal bell schedules Primary and Intermediate Schools will receive specific times for each class via a posting on Google Classroom.	• Students and teachers will follow the standard bell schedule. • Students and teachers will log in remotely using the "Meet" link on Google Classroom (Google Classroom codes will be provided on teacher websites). All classes will meet. • Teachers will take attendance in eSchool, provide instructions for an asynchronous assignment, and answer any student questions (approximately 5 minutes). ◦ Work provided is meant to review, remediate, or enhance current material and topics. New content and information should not be assigned. Grading practices will be indicated by the classroom teacher, as typical, under the supervision of the building principal/director. ◦ Work should be designed to be completed within the allotted time for the class period. ◦ If a teacher is unable to log on a sick/personal day should be entered into AESOP as standard. Every attempt will be made to post supplemental work on the teacher's website or Google Classroom, just as traditional sub plans would be left in the classroom. • Students should use their remaining class period time to complete and submit their work and be sure to log onto their next class period as scheduled. • PPS and Guidance will be available to meet by scheduling an appointment via email. • Students will be graded numerically. We will still reserve the ability to assign students a pass/fail or incomplete if circumstances present themselves. This will be decided on a case by case basis.



Essential Information	Additional Information
All students will need their school provided device.	• Students are expected to attend each period, on time, with cameras on.
Teachers should ensure students can access their Google Classroom and Google Meet link.	• Special area teachers at the elementary level can use their own Google Classroom or join the Google Classroom of the homeroom teacher.
On the first remote day, teachers should review online, distance learning protocols before beginning instruction.	• General expectations for a successful online class
After a mini-lesson or direct instruction, the cameras can be off for a few minutes while students work independently. The class must reconvene on camera before the end of the period.	

Student Devices K-12

Students in grades K-12 should continue to bring their device and accessories to and from school daily. We ask that students arrive at school with their device fully charged and ready for use throughout the school day.



Parent/Guardian Resources



- Accessing Remote Instruction: Remote instruction is delivered through the Google Meet platform.
- Please remember that live virtual meetings are for teachers and students. Parents should not interrupt during the session. All parent questions and/or communication should be sent to the teacher via email or phone conversation.
- Feel free to reach out to the IT department directly should you need assistance becoming acquainted with the Google platforms used for remote instruction at 631-266-5400
- Logging into Your Child's Device & the Basics of Google Meet for Instruction
- La Guía Para Padres Sobre el Aula de Google

Building Specific Information for Teachers

Harley Avenue Primary School Day:
9:20 a.m.-3:40 p.m.

James H. Boyd Intermediate School Day:
7:55 a.m.-2:15 p.m.

- Follow your schedule, with lunch and prep.
- Please use your Google Meet and make sure the Meet link in Classroom is visible to students.
- Special area teachers should ensure all students have joined their Google Classroom.
- Students meet with Special Area teachers during regularly scheduled time.
- AIS teachers, Service Providers and Special Education teachers should have a Google Classroom and Google Meet for students to "attend class."
- Review Distance Learning/Remote Learning expectations.
- Students sign off for lunch.
- After a mini-lesson or direct instruction, the cameras can be off for a few minutes while students work independently. The class must reconvene on camera before the end of the lesson.

Elwood Middle School Day:
8:19 a.m.- 3:02 p.m.

Elwood-John H. Glenn High School Day: *7:26 a.m.- 2:36 p.m.*

- Follow the regular bell schedule.
- Please use your Google Meet and make sure the Meet link in Classroom is visible to students.
- Remind the students of distance/remote learning expectations (cameras on, appropriate dress and behavior).
- Co-Teachers can invite students to breakout rooms to work in small groups
- After a mini-lesson or direct instruction, the cameras can be off for a few minutes while students work independently. The class must reconvene on camera before the end of the period.

Faculty Resources

STRUCTURED PROFESSIONAL DEVELOPMENT TIME

- Professional Periods shall be utilized for:
  - virtual collaboration with grade level, department level and/or specific course colleagues;
  - specific course/grade level lesson development and planning;
  - responding to any additional emails that may arise outside the student day.
  - attention to any additional correspondence with students and or colleagues; in the event it is not feasible to respond to questions and/or provide feedback to students and/or parents by the end of the professional period, teachers shall respond no later than the start of the following "student day."
  - any other professional responsibilities at the discretion of the teacher; and
  - shall not be used for virtual faculty, department and/or grade level meetings. However, while no formal meetings will be scheduled in the PM block, departments/grade levels may elect to debrief with each other during this time at their discretion.
  - Fulfill requirements as directed for the AM/PM Professional Periods
- Weekly assignment schedules and the posting of daily assignments shall be consistent with current teacher practices as it pertains to distance learning or through the modalities approved by the District. This includes both delivery of instruction and the collection of student work.
- Classroom teachers (including ICT teachers and ENL specialists) and special area teachers are to be available to students during his/her traditionally assigned class period within the "Student Day" to address questions/concerns and to provide feedback to students via phone, email, eSchool and/or Google Meet. These class periods are not meant to be used for the primary delivery of instruction.

Documenting Teacher Absences Due to Sickness or Personal Reasons:

In the event a teacher is unable to participate in Distance Learning Responsibilities for any specific workday, the teacher shall:

- officially notify the building principal through district email as well as record the absence in the Frontline Absence Management System.
- if able, contact his or her class via Google Classroom Stream directing students who to contact for time sensitive concerns regarding class assignments. Any other concerns that are time sensitive should be directed to the building principal. In the event the teacher is unable to communicate to his/her students, a building designee will do so on the teacher's behalf;
- make appropriate arrangements with the building principal to get any missed information resulting from all required virtual meetings with colleagues.

Student Engagement and Intervention:

- Encourage students to contact teachers early with any questions or unique needs they may have during this time.
- In the case where a student seems not to be engaging or participating in distance learning or is not completing required assignments the teacher should attempt to contact parents/guardians.
- If parental/guardian contact proves unsuccessful, the teacher should contact the appropriate support staff as designated by the building principal.