

# **Tioga Central School District**

## **REMOTE INSTRUCTION PLAN**

### **EMERGENCY REMOTE INSTRUCTION PLAN**

#### **I. INTRODUCTION**

Tioga Central School District, hereafter known as TCSD, recognizes the need for continuous learning and is committed to providing a high-quality educational program regardless of the setting. While the intention is to remain open for in-person learning, recent events have proven that in some circumstances, to provide such an educational program may require the transition to virtual or remote instruction. TCSD must be prepared to shift from one method of instruction quickly and efficiently to the other if the need arises.

#### **II. PURPOSE**

This document was created to assist in preserving the continuity of instruction if assembling in person is not possible. It should provide general guidance for students, faculty, staff, administrators, and parents/guardians in preparing for a remote learning environment. This is a living document that should be revised when needs and circumstances realign. Additionally, this document may change based on agreements between TCSD and the bargaining units involved.

#### **III. TECHNOLOGY PLAN**

TCSD is committed to providing every student with equitable access and opportunities for success. To this end, TCSD should, to every extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence, and;

##### **A. Equipment**

To the extent practicable, address the need to provide devices to students and teachers who currently do not have sufficient access; and

##### **B. Internet Access**

To the extent practicable, address the need to provide internet access to students and teachers who currently do not have sufficient access. If a student does not have access to a stable network connection due to location, alternate means of instruction will be provided.

#### **IV. EXPECTATIONS AND RESOURCES**

The purpose of remote learning is to maintain continuity of education in the event of an emergency closure of a school facility. TCSD holds the belief that students learn best under the direct supervision of a teacher. To this end, it is the expectation of TCSD that an emphasis will be placed upon synchronous instruction, supplemented, when necessary, by asynchronous

instruction. To meet this expectation, most teachers will instruct their classes and students will participate “live” via Zoom or Google classroom. For our primary students, with limited technology skills and/or limited adult support while using technology instructional packets will be used with scheduled weekly zooms for teachers to provide check-ins to primary students. It is understood that schedules and assignments will vary depending on the age and grade-level of the students, however, they should follow the in-person scheduled days and curriculum as closely as possible, with teachers beginning classes and students joining in at the regularly scheduled times. Following is a list of resources, means of conducting assessments, and student expectations for each grade-level.

## **GRADES PreK - 2 FULL REMOTE PROTOCOLS/PLAN**

**Daily Instruction:** Pre-K through 2<sup>nd</sup> grade students will learn remotely by watching brief instructional videos, daily from the teacher and completing paper packets that coincide with the lesson on the video. Pre-k through second grade teachers will use the Remind App and Google Classroom to communicate with families when videos are posted on each teacher’s website. At times, other websites and resources may be used to enrich instruction but will not be the primary source of instruction.

Grades PreK - 2 will use *three* primary tools simultaneously for remote learning:

1. *Google Classroom* – This will be the platform chosen to host the resources we will use for remote learning. Students will have a google account that they will use to access all resources. Parents and students will be provided with a virtual and paper packet training in accessing and using Google Classroom
2. *Screencastify* – This will be used to create brief instructional videos to teach lessons for students and/or parents. Videos can be watched on smart phones or any other technology device.
3. *Paper Packets* – Packets will be completed after watching the instructional video. Packets will be mailed and collected weekly. Packet pick-up will be provided for families that have no means to drive to the school. There will be a packet drop off box for each classroom teacher for all those who have means to transport.

### **Assignment Schedule:**

All assignment timelines will be posted on Google Classroom. Assignments will be in the form of paper packets. Timelines will be set, and students may also use teacher office hours or messaging abilities for any questions.

### **Wednesdays:**

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time is set by classroom teacher so each student can attend

the office hours without conflict. Attending a teacher’s office hours is not mandatory, but it is a chance to receive additional help when needed.

**PreK – 2 Assessments:**

Students will complete assessments via paper packets. Additionally for benchmarking assessments, they will be scheduled via zoom on an individual basis for the teacher and students. For those that do not have access to zoom, a paper benchmark will be sent home and collected.

**GRADES 3 – 6 FULL REMOTE PROTOCOLS/PLAN**

**Daily Instruction:**

Staff will set up zoom times with their students for each content area withing their classroom (ELA/Math/Science/SS/Reading). Staff will coordinate with reading teachers to add their blocks in as well. All specials teachers will send home packets to each student to be completed and returned to the school via drop box at the elementary and middle schools.

**Assignment Schedule:**

All assignments will be posted on Google Classroom. Timelines will be set, and students may also use teacher office hours or messaging abilities for any questions.

**Wednesdays:**

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time is set by classroom teacher so each student can attend the office hours without conflict. Attending a teacher’s office hours is not mandatory, but it is a chance to receive additional help when needed.

**Grades 7 – 12 FULL REMOTE PROTOCOLS/PLAN**

**Daily Instruction:**

Staff will be running their classes according to the schedule below. Each class will be 20 minutes in length and will be using Zoom for their first instruction. The shortened timeframe will give students three hours at the end of the typical school schedule to complete the work assigned that day.

ZOOM SCHEDULE
Mon-Tues-Thurs- Friday

Period	Timeframe
1	8:45 - 9:05
2	9:10 - 9:30
3	9:35 - 9:55
4	10:00 - 10:20
5a/5b	10:25 - 10:45
6	10:50 - 11:10
7	11:15 - 11:35
8	11:40 - 12:00

### Assignment Schedule:

Due to the full remote schedule, classes will transition to making assignments due on the days outlined below. This is to make sure students don't have all assignments due on one day and then nothing another. This schedule will balance out the due dates to help make this more manageable for the students.

ASSIGNMENT SUBMISSION SCHEDULE				
Monday	Tuesday	Wednesday	Thursday	Friday
History	English	All subjects have a <i>short</i> assignment for attendance purposes.	History	English
Science	Math		Science	Math
Spanish	Health		Spanish	Health
Tech	Art		Tech	Art
				PE

### Wednesdays:

Each teacher will hold office hours for students to touch base on the assignments and status of work in their class. This time period is set by subject area so each student can attend the office hours without conflict. Attending a teacher's office hours is not mandatory, but it is a chance to receive additional help when needed. Each course will have a short assignment to be completed on Wednesday that will account for their attendance.

ZOOM SCHEDULE	
Wednesday Office Hours	
Subject	Timeframe
History	8:45-9:30

Math	9:30-10:15
English	10:15-11:00
Science	11:00-11:45
Spanish	11:45- 12:30
Art/Tech/Music	12:30- 1:15
Health/DrEd	1:15-2:00
PE	2:00-2:30

### **Grades 3 – 12 Assessments:**

Students will complete assessments through Google Classroom and sometimes zoom if it is an oral assessment. Students will have time during teacher office hours to discuss assessments.

### **All Grades Remote Students without Wi-Fi connection:**

All teacher lessons in zoom or Screencastify (Grades PreK – 2) will be recorded and saved. Each student without the ability to connect to the zoom lessons due to a lack of reliable internet access will pick up a thumb-drive each Tuesday and Friday. This thumb-drive will contain the class lessons and will be accompanied by the physical materials the student needs to stay current in the class. The students physical work will be returned the next thumb-drive pickup day. Physical work handed to the student on Tuesday’s Chromebook pickup will be collected on Friday when the first thumb drive is picked up. Each Tuesday and Friday thumb drives can be picked up between 2-4, as well as any physical materials prepared for the student. The thumb drive will also be used for assessments with password unique folders on each drive for each individual student for security purposes. A folder will also be at the table in the foyer with each student’s name on it to return work.

### **BOCES OC-Ed Students:**

BOCES Occupational-Ed students will operate under the plan of the local BOCES.

## **V. ALTERNATE MEANS OF INSTRUCTION**

TCSD understands that in some circumstances, instruction via digital technology is not available or is inappropriate. In such instances, TCSD is committed to providing high-quality educational services through alternate means.

## **VI. SPECIAL EDUCATION AND RELATED SERVICES**

TCSD is committed to providing equitable, high-quality educational services to all students and ensuring the proper delivery of Special Education and Related Services to students with disabilities to the greatest extent possible. To meet this goal, TCSD will provide reasonable accommodations for individuals with disabilities. TCSD will continue to ensure that its students will continue to receive individualized supports that meet the requirements of their IEP.

## **VII. INSTRUCTIONAL HOURS**

The length of a school day during Remote Instruction will be equivalent to regular instruction. This will be a minimum of four (4) hours, not including lunch and/or recess.

## **IIX. MEAL SERVICES**

If a situation arises that requires the transition to remote instruction, will be given to providing meal services to students. Below are procedures for the distribution of food in the event an all-remote learning situation occurs during the Academic Year:

Meals will be provided by the district for pick-up at set hours on Mondays and Thursdays. Enough meals will be provided for each day of the week. In an event a family cannot self-transport for meal pick-up, deliver of meals will be provided. Families must call to make those arrangements.

## **IX. District Communication Plan:**

Google classroom and Remind will be used for notifications and assignments.

TCSD will utilize the district website also for notifications and announcements. The district website will also house the platforms for each classroom, subject or grade level area to post their specific content.

TCSD will use School Messenger to send automated calls/emails to families for announcements that impact the entire school community. Each building may also use school messenger to send building specific/grade level specific information to families.