

# Remote Instruction Plan

## 2023-2024

This plan is in place in the event that the district or a school building needs to close after utilizing all of its emergency closing days or in the event of an emergency condition.

### EXPECTATIONS FOR STUDENTS

- Attend school online during regular school hours and follow a standard school schedule.
- Attendance will be taken.
- Instruction will be both synchronous live instruction by a teacher via Zoom and asynchronous (assignments/lessons to be viewed at student's own pace in Google Classroom).
- Complete the work assigned and submit all required assignments by the due dates
- Be present and engaged in virtual instruction each day within the designated schedule, attendance taken
- Access curriculum, assignments, and Zoom links via Google Classroom
- Students will receive Special Education and Related Services
- Participate in scheduled "live" Zoom meetings for lessons, and/or small group instruction as scheduled:
- 6-12 students are encouraged to seek assistance from teachers, guidance counselors, and advocate for themselves
- K-6 students may be issued some consumable materials.
- Parent meetings and/or conferences may be scheduled to occur virtually

**Grades K-2 Students:** will have a minimum of 90 minutes per day of live instruction via Zoom, divided into core instructional topics. These live sessions may occur at different times throughout the day, as defined by teacher.

**Grades 3-5 Students:** will have a minimum of 120 minutes per day of live instruction via Zoom, divided into core instructional topics. These live sessions may occur at different times throughout the day, as defined by teacher.

**K-5 Special Areas [Art, Music, PE, Library]:**

Students will join Zoom at the beginning of the class for a minimum of 15 minutes of live instruction.

**Academic Intervention Services & ENL:**

Students will join Zoom at the beginning of the class for a minimum of 15 minutes of live instruction.

After live instruction is complete, students may be given assignments by their teachers to engage in independently that will be posted in Google Classroom or participate in small group learning.

**Grades 6-12 Students**

Students will follow their schedule. Period by period attendance will be taken.

Students will join class via Zoom at the beginning of every class and then will work on assignments per teacher instruction, posted in Google Classroom.

Remote instruction will not consist solely of face-to-face interactions between student(s) and instructional staff. Instruction may consist of answering posted questions, participating in project-based learning activities, meeting individually via Zoom with a teacher to conference on research or other assignments, engage in online discussions and present assignments in individual or virtual group settings.

## WHAT TO EXPECT FOR TEACHERS AND STAFF

- Teachers and instructional support staff will attend school online during regular school hours and follow a standard school schedule
- Teachers develop and implement lesson plans for grade-level, standards-based instruction for students
  - Teachers will take attendance - daily for elementary and period by period for secondary.
  - Teachers and instructional support staff differentiate and adjust instruction to meet the individual needs for student learning
  - Teachers provide student make-up work, flexibility, and support if they are out of school for any reason
  - K-2: will have a minimum of 90 mins. divided into core instructional topics and teachers will remain available on Zoom for student support
  - 3-5: will have a minimum of 120 mins. divided into core instructional topics and teachers will remain available on Zoom for student support
  - K-5 Special Areas [Art, Music, PE, Library] as scheduled and teachers will remain available on Zoom for student support
  - Academic Intervention Services & ENL, as scheduled, as scheduled, minimum of 15 min. and teachers will remain available on Zoom for student support
- Each teacher will have the ability to adapt and adjust the core resources to meet the setting and needs of their students
- Teachers will post assignments in the Google Classrooms
- K-5 Teachers will provide "live" meeting/lesson instruction via Zoom, divided into instructional topics
- 6-12 teachers will provide "live" meeting/lesson instruction via Zoom for a minimum of 15 min. the beginning of each class and remainder of class will be dedicated to work on assignments per teacher instruction in Google Classroom and/or answer student questions, small-group/individual time.
- Remote instruction will not consist solely of face-to-face interactions between student(s) and instructional staff. Instruction may consist of answering posted questions, participating in project-based learning activities, meeting individually via Zoom with a teacher to conference on research or other assignments, engage in online discussions and present assignments in individual or virtual group settings.
- Teachers will have a Google Classroom and post assignments and materials for students to access
- Teachers will work closely with Special Education teachers and Related Service Providers to meet IEP and 504 recommendations

- Related Service Providers will follow their schedule and continue to provide services as indicated on IEPs and 504s
- Paraprofessionals will work closely with classroom teachers on planning and communication with students; participating in Google Classroom; Zoom meetings; student check-ins; providing support to students with academics and assignments

\*In the event there is a need, Teachers and instructional support staff will lead and support instruction in their assigned classrooms during the contractually scheduled workday.

\*\*In the event of a 2-hour delay, the delay schedule will be followed for remote instruction.

## **TECHNOLOGY AND CONNECTIVITY**

Access to technology is essential for the successful roll-out of this plan. SCCS has been committed to the implementation of district technologies to ensure equitable access for staff and students. The team has initiated plans that are mindful of student home access to reliable internet and computers.

- SCCS gathered data through our Digital Equity Survey to identify families' levels of access to devices and high-speed broadband from their residence. The district will continue to assess the ongoing needs of our families for technology and connectivity (survey, interviews, school outreach, etc.)
- Maintain an inventory of equipment and other assets. Identify which students, families, and staff have district assets in their possession.
- Procure, manage, and/or maintain hardware, software, licenses, learning management systems, etc. to support and improve remote instruction and student engagement.
- Identify professional learning needs for teachers and continue to support their development of skills and pedagogy in remote learning environment.

SCCS will provide all students with access to learning materials and resources in multiple formats, wherever possible. Further, the district will support teachers through professional development and coaching on pedagogical methods that enable students to participate in multiple ways, so that they can demonstrate mastery of Learning Standards in remote instruction through the use of both synchronous through Zoom and asynchronous technologies through Google Classroom. In the event students do not have sufficient access to devices and/or high-speed internet, the district will provide

the students with alternate methods to access materials and instruction, i.e. pick up materials at school, drop off materials to students' homes, etc. The district will also schedule opportunities to connect with families to educate them on how to use the technologies and connect to the instructional activities.

#### Remote/Distance Learning

- Students in grades K-2 will be provided with a tablet computer to be taken home in the event of the district needing to pivot to remote learning.
- Students in grades 3-12 will be provided a Chromebook for at home use
- Teachers have access to a desktop or laptop in their classroom. Teachers also have a school issued iPad, laptop, or Chromebook.
- Students will use their own internet when at home. If no internet access is available, the district will provide a hotspot, if one is available. Students in need of a hotspot will contact the Technology Department and pending administrative approval will be provided with the hotspot in a timely manner.
- If home internet is not available, students may attempt to connect their school device to the district wireless from the school parking lots.