

**Estell Manor School District**



**Virtual or Remote Instruction Plan**

**2021 – 2022 School Year**

## **Introduction:**

In the event of a declared emergency resulting in a district-wide school closure, the Estell Manor School District presents the following Virtual or Remote Instruction Plan. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

It is understood the Superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. Further, it is understood a day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting state and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

## **Equitable Access to Technology:**

As a proactive measure, the Estell Manor School District has purchased chrome books for every student. Since the district did one day per week of remote instruction during the 2020-2021 school year, we are aware that all students have access to Wi-Fi in grades one through eight. Parents of kindergarten students will be contacted by October 15, 2021 to ensure all have Wi-Fi access. All chrome books are in good working order and several new ones have been ordered in the event we need them.

Each student is currently tagged to a device which is kept at school. The district has a consent form which must be signed by parent and student which highlights the responsibility and acceptable use of the device should the district need to do full virtual or remote instruction.

In the event of an emergency school-wide closure, teachers will provide their lessons to students remotely through a live Google Meet. Teachers will provide in-person lessons that will be simultaneously presented to at-home learners through Google Meet. Attendance will be taken daily through the district platform, OnCourse. Students at home will be strongly encouraged to view the presented lesson on Google Meet in real time, allowing for interaction with the teachers and other students in the class. Services for any special needs will be provided by the assigned staff member.

Device support will be provided in several ways:

- If there is a problem with hardware, the device will be brought to the school and exchanged for a working device. Our computer technician will be contacted to repair any nonfunctional devices.
- Students who have difficulty logging into their Google Classroom will contact the classroom teacher through email to trouble shoot. Lessons missed can be accessed as a recording.
- The internet network and Wi-Fi at the school have been placed on the school's generator supply, so if there is a power outage at the school, instruction can continue.

- Teachers will develop three days of paper asynchronous instruction as “emergency plans” to be used if there is an extended power outage in the community. These plans would be utilized only at the direction of the district through a Blackboard Connect call.

Throughout Remote Instruction, administrators, school counselor, and other staff, will work with families that may have difficulty with network access, technology devices, and questions. This will be done weekly, in person, by email, phone, or Google Meet.

### **Continued Meal Service Plan**

In the event of a district-wide emergency school closure, the food service department will be directed to make daily meals for any student who is registered to receive breakfast and lunch through our food service provider, NutriServe, or for any family requesting meals. All families will be notified through email of their right to receive meals and the location and time of the meal pick-up.

NutriServe will be responsible for inputting the daily meals into the point of sale system and maintaining proper edit check reports for each of the days that the meals were appropriated for. This will allow for the meals to be reimbursed through the monthly report submitted to the state via the SNEARS portal.

### **Virtual or Remote Instruction Day**

<b>EMS VIRTUAL DAY SCHEDULE</b>	
<b>AM Homeroom</b>	<b>9:05 - 9:20</b>
<b>Period 1</b>	<b>9:20 - 9:50</b>
<b>Period 2</b>	<b>9:50 - 10:20</b>
<b>Period 3</b>	<b>10:20 - 10:50</b>
<b>Period 4 (5-8 Lunch)</b>	<b>10:50 - 11:20</b>
<b>Period 5 (K-4 Lunch)</b>	<b>11:20 - 11:50</b>
<b>Period 6</b>	<b>11:50 - 12:20</b>
<b>Period 7</b>	<b>12:20 - 12:50</b>
<b>Period 8</b>	<b>12:50 - 1:20</b>
<b>PM Homeroom</b>	<b>1:20 - 1:30</b>

**In the event the district must have a classroom, school, or district switch to remote learning, the following would apply:**

Students are to have a minimum of 4 hours of instruction daily, following an early dismissal schedule. This includes Google Meets, instruction, small group and independent work time. The staff/students will follow the time schedule of their regular early dismissal day. Lunch periods

will not be followed on early dismissal days if remote, and students will utilize this time for seat work. Teachers will be available to answer questions during this time.

- Staff will have the option of working from school or from home. Staff that work from home must have adequate internet access otherwise will be required to work from the school building and must have all necessary resources.
- Homeroom teachers will do a group meeting via Google Meet at the start of the student's school day. This must be done daily and attendance must be recorded.
- A classroom, whether in the traditional form or the online form, must be a safe place to foster and engage in open discussions without hostile, discriminatory, or inappropriate comments. Therefore, it is important for all teachers to set ground rules for online discussions. Sample: [Google Meets Expectations](#)
- Teachers will instruct students in reading, writing and mathematics daily. Teachers will provide this instruction through synchronous (real-time) lessons.
- Weekly lessons will be done in social studies, science, health and other mandated subjects. Teachers will provide this instruction through synchronous (real-time) lessons.
- Teachers will also work to cultivate connections through the use of Google Meets for small groups and/or 1:1 instruction. This is to be done at least 2 times a week for each student.

**Special Education/CST/Related Services Procedures for Remote Learning:**

- Instruction should be tailored to the student's individual needs in a most appropriate method for remote learning. Appropriate accommodations and modifications will be made for students based on their IEP and individual needs in all classes.
- CST & Related Service Providers will be available each instructional day based on their assigned school hours. CST and Related Service Providers will check in with the teachers on their caseload, at minimum, once a week. They will also check in with families and students on their caseload frequently to ensure services are implemented in accordance with the IEPs to the greatest extent possible.
- Related Services will be provided through Google Meet as appropriate and as required by the student's IEP, and to the greatest extent possible. Services will be provided individually or in a small group for designated services. Related Service Providers will document services offered, services provided, and student progress towards their Individual Education Plan Goals and Objectives.

**During Remote Instruction, Classroom/Special Education teacher responsibilities include:**

- Daily Google Meets with students to take attendance
- Daily lessons in reading, writing, mathematics

- Posting of assignments via Google Classroom
- Weekly lessons in science, social studies, health, and other mandated subjects
- Small group instruction or 1:1 conferences with students weekly

**During Remote Instruction, Special Area/Physical Education teachers' responsibilities include:**

- Meeting via Google Meet with class at the normally scheduled period via Google Meet.
- Supporting families and students in accessing and participating in remote learning.
- Submitting lesson plans to building principal.

**During Remote Instruction, School Counselor responsibilities include:**

- Leading small group instruction in a virtual environment.
- Creating monthly SEL lessons for each grade level and schedule time to share those lessons with all classes.
- Research SEL websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Supporting families and students in accessing and participating in remote learning.
- School Counselors can be added to online classes as co-teacher as necessary to assist with struggling students

**During Remote Instruction, School Nurse responsibilities include:**

- Ensuring that immunizations are current in OnCourse as we are still required to maintain those.
- Posting health lessons on Google Classroom (topics may include- nutrition, sleep habits, exercise, respiratory etiquette, etc.)

**During Remote Instruction, Technology Specialist responsibilities include:**

- Check in with staff in assigned building to assist with technology issues or problems
- Check in with administrators to see if families are in need of assistance with technology
- Create “how to videos” on the different educational platforms the teachers are using and post on district website for staff, parents, and students as necessary.

**During Remote Instruction, Basic Skills teacher responsibilities include:**

- Small group instruction or 1:1 conferences with basic skills students during regularly scheduled periods
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons for struggling learners.
- Supporting families and students in accessing and participating in remote learning

**During Remote Instruction, Support staff/paraprofessionals responsibilities include:**

- Participating in whole group class meetings
- Pre-recording read-alouds and videos as directed by the teacher
- Providing real-time support during virtual sessions
- Researching websites, videos, and links for accessible activities that teachers can incorporate into lessons.

- Supporting families and students in accessing and participating in remote learning paraprofessionals should be added to online classes as co-teacher.
- Leading small group instruction in a virtual environment.
- Facilitating the virtual component of synchronous online interactions.
- 1:1, 2:1 and 3:1 assistants are encouraged to conduct Google Meets with students to assist in instruction.

## **Google Meet Expectations for Remote Learning for Students and Parents**

Google Meet Expectations for Remote Learning for Students and Parents:

Before you start:

- Gather your materials: device, papers, pencil/pen.
- Find a spot without distractions.
- General expectation: If it wouldn't be appropriate in the classroom, it isn't appropriate in the meeting.
- Be on time.

Stay engaged and respectful:

- Nod or do "thumbs up" when others are talking.
- Try not to do anything else when you're participating in the meeting.
- Use the chat, but think before you type, just like you would think before you talk.
- Raise your hand to share ideas, and the teacher will ask you to unmute Yourself.
- Always behave as if your camera and mic are on.
- Be respectful and patient.
- The chat should be used at the direction of the Teacher.

Important privacy issues:

- When you participate in a video meeting, you are providing a "window" into your home.
- Please think about what is behind you and what may come into view during the meeting.
- Do not screenshot or record anything during the meeting as it violates our Acceptable Use Policy Regulations

Parent Involvement:

- Please note that meet sessions are for students only.
- If you have any questions for the teacher please email the teacher instead of speaking during a live meet.
- As per Acceptable Use Policy Regulations we are asking all parents and students to respect the privacy of other children in the meet by not recording or photographing the classes or session.
- Please limit being visible on the screen only to the extent necessary based on the age and developmental needs of your child.
- Please avoid addressing other children during class Meets. This is not your role!