

Warsaw Central School District

Remote Learning Plan

In the event of a closure due to an emergency the district will utilize the following instructional plan and will include the following items:

- Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction and policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity
- expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction
- a description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate
- a description of how special education and related services will be provided to students with disabilities
- for school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions (Through a combination of synchronous and asynchronous instruction, students in Grades Prek-5 will receive approximately 5.32 hours of instruction each day, students 6-12 will receive 5.95 hours of instruction each day.)

Communication to Families:

In the event of an emergency closure and remote instruction must occur the district will communicate to families by sending out communication within 24 hours of shutting down. The communication will include the plan for connectivity, devices, and how instruction will be delivered. This communication will be delivered through a variety of ways such as our mass communication system and social media platforms.

Connectivity and Device Plan

Technology Assistance/Plan

- 100% of students (UPK-12) have 1:1 access to devices.
- 100% of faculty have access to 1:1 devices.
- In the event of extended remote learning, data from the annual Digital Access Survey, along with locally developed surveys will be utilized to assess internet accessibility.
- Hotspots/Jetpacks will be made available to those in need of stronger internet connectivity.
- Technology support is available through the district helpdesk or by calling a designated phone number.
 - Contact: helpdesk@warsawcsd.org
- In preparation for a known period of extended remote learning,
 - Students begin transporting their devices nightly from school to home and back again the next day. (Grades UPK-12)

AND/OR

- Teachers ensure that all devices are located in a central location in their classrooms, on a charging station at the end of the day for ease of gathering the materials for distribution should that be necessary.

- In the event that students are without their devices when remote learning goes into effect, a pick-up plan will be developed with communication to families via student emails, social-media, and mass communication system.

Instructional Plan

All Students Expectations:

Students are expected to participate, to the best of their abilities and circumstances, in distance learning. The following can be considered participation:

- Daily attendance
- The Learning Management System will be predominantly Google Classroom.
- Paper packets may be provided along with other resources.
- Engage in learning tasks some examples:
 - responding to teacher feedback
 - interacting in video chats
 - digitally collaborating with peers
 - submitting written reflections
- Obtain assistance via email with your teacher(s).
- For technical assistance email helpdesk@warsawcsd.org

All Family Expectations:

Families are expected to assist their child:

- Ensure that your child is ready to attend virtual school each day.
- Establish a learning area for your child to complete school work.
- Ensure that your child is completing all activities and assignments.
- Communicate with teacher(s) regarding questions about remote learning expectations and assignments.

Elementary School Remote Plan (students in grades UPK - 5)

Classroom teachers will:

- Make substantial (ie. phone call/zoom call) contact with students to:
 - Provide Remote Instruction
 - Review Information
 - Continue to Build Social Connections
- Provide instructional materials via learning management systems or packets.
- Assign and grade school work and provide feedback.
- Respond to emails.
- Monitor students' social emotional well-being and communicate any concerns to counseling and/or administration.
- Remind families of expectations and pick up information
- Provide asynchronous learning opportunities
- Hold office hours

Special Education Services/Related Services

- Special education teachers and related service providers will reach out to each student/family to schedule 1:1 time
- Modify, adapt lessons or instructional materials as needed

Special Class teachers

- Zoom lessons individually and daily
- Provide instructional materials through a variety of methods

Packet Pick-Up

Packet pick-up will be set for a weekly time per grade
Packets that are not picked up will be delivered

Recommended Daily Work Load

Grade	Time
UPK	20 - 60 minutes per day
Kindergarten	45 - 90 minutes per day
First	45 - 90 minutes per day
Second	60 - 120 minutes per day
Third	90 - 120 minutes per day
Fourth	90 - 120 minutes per day
Fifth	120-180 minutes per day

Middle School Remote Plan (students in grades 6-8)

Attendance

- Students *will be required* to check in with all their teachers on their schedule.
 - First period check-in will occur from 8:00-8:30 every day Monday- Friday.
 - First period will consist of 30 minutes and the remaining periods will consist of 20 minutes.
 - First period check-in will rotate between Math Lab and Physical Education class, depending on the odd or even day schedule.
 - On Tuesday and Wednesday students will meet with their first period teacher in addition to their English, science, math, social studies, and reading teachers.
 - On Thursday and Friday, students will meet with their first period teacher in addition to their art, music, keyboarding, writing lab, band, PE, LOTE, technology, health, FACS and/or chorus teachers.
 - On Monday, students will check-in with their first period teacher and the remaining portion of the day will be an opportunity for students to schedule individual meetings with their teachers.

Office Hours

- All middle school teachers have predetermined office hours where they are available to assist students.
 - *On Monday office hours are by appointment only.*

Instruction

- During daily check-in times, students will engage in a variety of activities, dependent on the class and teacher. Examples below are:
 - Live instruction
 - Independent work
 - Pre- Recorded Video lessons
- Teachers would participate in asynchronous instruction with pre recorded lessons using the districts new conference software
- All faculty would utilize Google Classroom as a means on instruction

Daily Assignment Log

- Teachers complete a daily assignment log from 7:50-8:30AM.
- At 9:00AM MS team leader sends out an email including daily assignments to students and parents.

Material Pick-up and Drop off

- 1 time a month families would be able to come to campus to pick up or drop off materials.
- Art, FACS, Tech, English materials would need to be distributed and collected.

Special Education

- Students with an IEP will meet with their Special Education teachers daily Monday-Friday. An individual meeting time will be scheduled between the student and their teacher.

Related Services

Related service providers will reach out to each student/family to schedule 1:1 time to meet the requirements of the IEP

High School Remote Plan(students in grades 9-12)

Attendance:

- First period attendance will be taken at 8:05 AM via google meets/ Zoom by classroom teacher
- First period study hall attendance taken by a support staff
- BOCES student attendance will be taken by a support staff

Instruction:

- Students will follow a daily bell schedule on Monday's
 - Teachers will be able to provide live instruction during that time along with setting up the expectations for the rest of the week.
- Tuesday - Friday
 - Students will be engaging in a variety of activities dependent on the class & teacher. Examples below are:
 - Live instruction
 - Independent work
 - Pre- Recorded Video lessons
 - If live instruction is not occurring, teachers will be available to assist during their normal class times by appointment.
 - Special education teachers will meet with their caseload 1 per day with the exception of Monday's.
 - Related service providers will reach out to each student/family to schedule 1:1 time to meet the requirements of the IEP

Communication:

- Continue with the weekly summary to parents & students. With a minimum to show when live instruction is occurring and any additional information teachers would like to inform students/parents of.

Special Services:

- Counseling services will continue to be provided via Google Meets/Zoom. Counselors will also provide Office Hours daily.
- Students must regularly check email for information on college visits, SAT, PSAT, AP, financial aid, scholarships, etc. Students are encouraged to email or visit counselors during office hours if they have any questions or need help with any of the above.
- Working papers will still be available through the counseling office by email.

Through a combination of synchronous and asynchronous instruction, students in Grades Prek-5 will receive approximately 5.32 hours of instruction each day, students 6-12 will receive 5.95 hours of instruction each day.

(adopted 8/22/23 - District Safety Plan)