100% Remote Instruction Plan: Students & Families
2020-2021

Introduction

The District has put together a multi-phase plan to transition the District into remote learning. The purpose of this multi-phased plan is to inform the LCSD community of the next steps when we must transition to remote learning for all students.

As always, our intent is to maximize student learning while supporting the LCSD community. The plan was constructed with input from our stakeholders and maintains consistency between learning models (i.e., hybrid to 100% remote). It also allows us to seamlessly transition between in-person and 100% remote instruction.

This year has proven to be challenging for the entire LCSD community; however, together we will continue to overcome any obstacles. Together we have experienced many successes with our students through the creativity and innovation by our faculty, staff, students, and families. Thank you!

Background

Based on the rate of COVID-19 infections the Governor has designated several micro-cluster zones throughout the state.

Yellow Zone: An area in which there is a 7 day rolling positivity rate above 2.5% and the area has had 10 or more new daily cases per 100,000 residents.
- Schools can remain open if they complete COVID-19 diagnostic testing to 20% of the students, faculty, and staff on a weekly basis. This will continue based on the Governor's orders.
- Consent forms for this have been sent to families.
- Testing will take place in our schools by registered or licensed practical nurses who have been trained in the proper way to administer the tests.

Orange Zone: An area in which there is a 7 day rolling positivity rate above 3% and the area has had 10 or more new daily cases per 100,000 residents.
- Schools must pivot to all remote instruction for at least 4 days.
- In order to return to in-person instruction, ALL faculty, staff, and students must test negative for COVID-19.
- Upon return schools must complete COVID-19 diagnostic testing to 25% of the students, faculty, and staff on a weekly basis. This will continue based on the Governor's orders.

Red Zone: An area in which there is a 7 day rolling positivity rate above 4% and the area has had 10 or more new daily cases per 100,000 residents.
- Schools must pivot to all remote instruction for at least 4 days.
- In order to return to in-person instruction, ALL faculty, staff, and students must test negative for COVID-19.
- Upon return schools must complete COVID-19 diagnostic testing to 25% of the students, faculty, and staff on a weekly basis. This will continue based on the Governor's orders.

Please follow this link for full details of the NYS Microcluster Strategy (October 21, 2020): https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/MicroCluster_Metrics_10.21.20_FINAL.pdf

Phase I: 100% Remote Learning

The district will transition to remote learning in two phases.

This phase of instruction will be completed through asynchronous learning for students while LCSD transitions to fully remote instruction.

This time is being provided to families so they have the time to secure childcare and make other arrangements necessary for the transition. During this time, our teachers will be provided with professional development to help them hone their skills as online educators and prepare for this shift. This phase will be evaluated after two days (based on the current A/B cycle) to determine if we are prepared to move to Phase II of the plan, which will include both synchronous (live) and asynchronous (on your own time) instruction.

This phase impacts all students, including students who are already participating in remote instruction.

Phase I transition period is one time only occurrence and will not be utilized if further transitions are needed.

Phase I Components
- Our goal is to provide an opportunity for teachers, students, and families to transition to a 100% remote learning model (Phase II).   - Teachers will provide students asynchronous content through Google Classroom (in alignment with the A/B student cycle) to all students.   - Students will be expected to log into their Google Classrooms and complete the assignments that will be posted by teachers.

Phase II: 100% Remote Learning

In Phase II, we will maintain the A/B cycle of instruction with all students meeting remotely and synchronously via Google Meet every other day as assigned. Students will continue to participate in asynchronous learning as they did during the hybrid in-person model. For example, if your children attend school on A-day, they will have scheduled synchronous lessons on A-day and continue to complete asynchronous work on B-day.

To help with the transition from hybrid to fully remote instruction, the district will maintain the current structure (i.e., A/B schedule) for all students and families while working and learning remotely.

Phase II Components
- Our goal is to provide instruction to our students on a continuous basis through a 100% virtual format while we cannot maintain the in-person instructional model.   - Hybrid teachers and students who are transitioning to Phase II instruction will continue to follow the same bell schedule that they followed during in-person hybrid instruction.   - On days students would have had in-person instruction, they will now receive synchronous (live Google Meet) instruction during their regularly scheduled classes.   - On days students would have asynchronous instruction, they will continue to be provided with instructional materials through Google Classroom. There is no change to asynchronous instruction.   - Students will remain in their assigned group (A, B, C. D) and not be moved to other learning groups.

Phase III: 100% Remote Learning

Phase III, synchronous learning will take place each day for all students. Under Phase III, students will not receive full days asynchronous instruction.

There are many components that need to be altered in order to successfully shift from Phase II to Phase III. This would require changes to student schedules and students could potentially be assigned to different teachers in order to move into Phase III. The district would only consider moving into Phase III if we knew we were going to be out for an extended period of time (e.g. the reminder of the school year).

Prior to shifting into Phase III we would gather input from students, faculty, parents, and administrators to evaluate the pros and cons of moving to this model.

Phase III Components
- Our goal is to provide synchronous learning on a daily basis following the bell/class schedule as with in-person learning.   - Teachers and students would meet on a daily basis via Google Meet to engage in learning activities.   - Teachers and students will no longer follow the A/B schedule.   - Asynchronous learning will not occur as a full day of instruction; however, asynchronous learning activities may still occur depending upon a student's course/grade level. These activities would be used as supplement to the instruction being provided by the teacher.

Resources

The District has created resources for families during this time to support the use of technology for distance learning.

- The elearning tab of the website has the following information:
  - Forms to fill-out if there is a problem with your District issued Chromebook (Ipads for Pre-K).
  - Information on using the correct chrome account
  - A parent's guide to Google Classroom
- elearning@lancasterschools.org is a regularly monitored email address where parents can ask questions about virtual learning.

Please use these resources to assist you with technology needs. The teachers are dedicated to instructing your child and are not able to fix technology problems.

Expectations for Video Conferencing

Be:	Safe	Responsible	Respectful
Entering a Google Meet or Zoom Meeting	- Choose a calm, distraction free area to sit. This should be at a table or desk. Sitting in a bed is not appropriate for learning. - Use equipment as intended - Use kind words and faces - Only join meetings to which you have been invited. - Patiently wait for the teacher to allow student access to the Google Meet.	- Be on time and ready to learn - Start class with your device charged or plugged in - Have all materials ready - If you have questions, follow the teacher's directions for asking questions during the Meet. - Student attendance is automatically taken during the Meet and how long the student was in attendance for class. - If you experience WiFi/connection problems, please try to rejoin the class.	- Video on at all times - Audio off (i.e. mute) - Show self-control of your body - Be dressed as if you were attending school in-person. - Students should be sitting at a desk or table with a chair, dressed appropriately for school. - When reporting to Google Classroom to get the Meet link, if the link is not there, please refresh the screen. Do not assume there is no class. Keep trying until the link appears or you hear otherwise from your teacher.
Teacher-Led whole group instruction	- Use equipment as intended. - Use kind words and faces.	- Do your best! - Raise your hand to ask questions (voice or chat) when you have them. - Be present and participate; avoid multitasking (ex: using a cell phone, watching TV, playing with toys, pets, etc.). - Parents/guardians/older siblings, please refrain from giving students answers to questions or helping them with classwork when synchronous with the teacher/class.	- Camera on at all times. - Only unmute yourself to address the teacher/class when instructed to do so. - Show self-control of your body, remember, you can be seen by everyone in the Meet. - Be dressed as if you were attending school in-person. - Respect everyone's privacy: do not photograph, record, and share. - Be mindful of your surroundings, make sure your background is appropriate for all to see. - Avoid eating meals during class.

Be:	Safe	Responsible	Respectful
One-on-One Instruction	● Use kind words and faces.	● Do your best! ● Ask questions out loud when you have them. ● Be present and participate; avoid multitasking (ex: using a cell phone or watching TV).	● Camera on at all times. ● Audio on. ● Listen attentively. ● Answer questions out loud when asked ● Show self-control of your body. ● Be dressed as if you were attending school in-person. ● Respect your classmates' and teacher's privacy: do not photograph, record, and share.
Small Group Activities	● Encourage others to participate ● Use kind words and faces	● Do your best! ● Encourage each other to stay on topic. ● Complete the work together ● Raise your hand to ask questions/share responses with the group. ● Be present and participate; avoid multitasking (ex: using a cell phone or watching TV).	● Camera on at all times. ● Audio on. ● One speaker at a time; wait when others are talking. ● Respect others' cultures, opinions and viewpointS. ● Show self-control of your body ● Be dressed as if you were attending school in-person. ● Respect everyone's privacy: do not photograph, record, and share.

Other Recommendations

- Chromebooks should be shut down regularly to allow updates, especially when moving between locations. Use this document to resolve many Chromebook issues.

- Be aware that some added features, like backgrounds and background blur, which take up bandwidth, may slow down connectivity for individual users and potentially the whole group in a Meet

- Please be advised that the LCSD Code of Conduct is still applicable while students are participating in 100% remote instruction.