

2020-2021

VALLEY CENTRAL  
REMOTE/ONLINE  
GUIDANCE DOCUMENT FOR  
PARENTS AND CAREGIVERS





Dear Valley Central Families,

As we embark upon a year like no other we have experienced, I want to thank you for all you for your patience and continued support of the Valley Central School District. Our goal is to provide high quality instruction for all Valley Central Students, whether in person or online. Our students and families deserve our best. We are committed to working assiduously to provide our students with a solid remote/online experience.

Conference days will take place on September 1, 2 and 3. The District will provide an array of professional development to assist teachers in preparing for the year. In addition, various professional development opportunities were presented over the summer and attended by many. Throughout the year, we will continue to offer all teachers various avenues to improve upon remote/online instruction.

Covid-19 has brought a myriad of challenges to all school districts throughout the country. I am confident that the Valley Central School District administrators, teachers, and families will work together collaboratively to do all we can to meet the needs of all students at all levels, during this difficult time. We are Viking Proud and Viking Strong.

Sincerely

A handwritten signature in cursive script that reads "John P. Xanthis".

John P. Xanthis

## SCHEDULES

### HYBRID SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Hybrid Team 1	In-person	Remote	On-line	In-person	Remote
Hybrid Team 2	Remote	In-person	On-line	Remote	In-person

### 100% ONLINE SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
100% Online	Online/Remote	Online/Remote	Online	Online/Remote	Online/Remote

This instructional method will include as much synchronous instruction as possible.

### 5 Day In Person (12:1:1, 8:1:2, Life Skills, ALC and Viking Academy)

	Monday	Tuesday	Wednesday	Thursday	Friday
5 Day Team	In-person	In-person	In-person	In-person	In-person

## **Explanation of the Instructional Models**

### **Hybrid Instructional Model**

This model includes *two days of in person instruction*, which will occur at school, with classes of 50% or less capacity. Social distancing protocol will be followed, as explained in our plan. This learning will be standards-based and will include high quality rigorous instructional opportunities and experiences. Students in elementary school will stay in the classroom to the greatest extent possible and will receive art, music and physical education. Middle school and high school students will follow a nine period schedule. Building administrators are working assiduously with their teams to create the most effective schedules possible.

This model also includes *two days of remote instruction*, which is also known as *asynchronous instruction*. Remote learning is done virtually through a combination of video instruction and student activities. There is limited live interaction with teachers on this day, as they are teaching the in-class cohort. Remote learning can include a combination of methods such as live streaming of classroom instruction, which is recorded and posted to the Google Classroom, instructional videos, presentations, research and more.

This model also includes *one day of online instruction*, which will take place on Wednesdays and is referred to as *synchronous instruction*. Online learning will be done virtually through live Google Meets, utilizing full group and small group instruction. It will take place throughout the duration of a normal school day, following the block scheduling of a typical elementary school day and the nine period schedules of the middle school and high school. This instruction will start with live instruction from the classroom teacher. Students will *not* be looking at a screen all day, as some activities that take place during these classes will include methods other than the use of the chromebook. However, teachers will be logged into the Google classrooms and available to the students to answer questions, provide feedback, etc. during these online classes.

Students will be expected to log in at scheduled times, however materials will also be available in Google Classroom for students that are not able to attend. Attendance will be taken in, as required by the State.

## Hybrid Instructional Method

<i>Remote (Mon/Thurs and Tues/Fri)</i>	<i>Online (Wednesday)</i>
<ul style="list-style-type: none"> <li>• Students will be working remotely on meaningful learning experiences such as independent work, small group work, viewing instructional videos, conducting research. All assigned work will be standards based.</li> <li>• Live stream and/or video instruction covering will be provided for students on each remote learning day.</li> <li>• Live streams and/or video instruction may include new learning and it is imperative that students at home are accessing this instruction daily.</li> <li>• If live streams are used, they will be recorded and posted to the Google Classroom by the end of the teacher-contracted school day.</li> <li>• Video instruction will be posted at the start of the school day.</li> <li>• Teachers will provide students with a variety of activities to support their learning. Non-screen related activities will also be assigned on remote days. (reading, writing, projects, review, research etc.) Teachers will use both digital and traditional learning strategies.</li> <li>• Teachers have flexibility to choose between live stream, pre-recorded instruction and a combination of both.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will to provide live instruction throughout the school day using Google Meet.</li> <li>• Live Google Meets with students will mirror the in-school schedule. The instructional portion of live Google Meets will be recorded. The recordings will be posted in the Google Classroom daily.</li> <li>• The schedule will be consistent from week to week and clearly communicated to students and caregivers.</li> </ul>

### 100% On-line Instructional Model

100% online students will receive their instruction at home 5 days a week via the chromebook. This instructional method will include as much synchronous instruction as possible. Elementary Schools will assign one teacher per grade level to serve as an Online Instructor. At the Elementary Level, the program will look like the Wednesday section of the Hybrid Instructional Model. A specific schedule will be provided. Secondary Schools will schedule 100% online classes as much as possible. The program will be a combination of synchronous and asynchronous instruction as described above.

## Google Classroom and Google Meet

Teachers will establish a Google Classroom for remote and online learning. All live instruction will be conducted through Google Meets and all instructions and digital learning material will be posted to the Google Classroom.

### Important Definitions

**Live Stream(ing)** - A live recording of classroom instruction that is streamed via a Google Meet for those students learning remotely.

**Online Learning** - Learning done virtually through live Google Meets utilizing full group and small group instruction throughout the duration of a normal school day and following the block scheduling of a typical school day (*Wednesday*)

**Remote Learning** - Learning done virtually through a combination of video instruction and student activities. There is limited live interaction with teachers on this day as they are teaching the in-class cohort. Students are learning at home what is being taught in the classroom (currently the hybrid days Monday/Thursday, Tuesday/Friday). Remote learning can include live streaming of classroom instruction, which is recorded and posted to the Google Classroom.

**Student Learning Activities** - Student learning activities include Google Classroom assignments, projects, non-digital activities (i.e., games, paper-based activities, readers and writers notebooks, etc.), review activities, independent practice, and responses to teacher and/or classmates.

**Video Instruction** - A Valley Central (VC) teacher or consultant providing direct instruction via video. The video may be a recording of a mini lesson, narrated screencastify, narrated slide show, etc. New instruction is consistent with in-class learning mini-lessons. Video instruction must include teaching points. Video instruction cannot be just reading a text or passage. VC video instruction can be supplemented by other learning videos that align with the curriculum.

### Assessment

Assessments are an integral part of creating quality-learning programs for all students. Assessments will be given at all levels utilizing in person and online means.

## **Grading**

Students will be graded based on the Valley Central School District report card expectations as normal.

## **Art and Music**

### **Elementary**

Art and Music teachers will provide in-person instruction according to their building's scheduled rotation. At the start of each cycle, a demonstration lesson will be posted online that reinforces the in-person lesson. Students receiving 100% online learning will receive work and feedback according to the building schedule, and their online assignments will be assessed. Elementary teachers may post online enrichment/extension exercises between in-person lessons that do not necessarily have to be assessed. The expectation of online instruction includes regular and meaningful teacher-student engagement and interactivity.

Instrumental pull out lessons will take place according to a rotation designed by the band teacher that will minimize the impact on other academic instructional time as much as possible. Band teachers should be especially cognizant of the expanded specials rotation in their buildings.

Elementary Art teachers will supply needed art materials for each student in individual labeled bags. These supplies will remain in school, preferably in the art room. Sketchbooks will be provided for each student to bring with them to art class. Art Lessons will be completed in this sketchbook ONLY. We will need to limit the amount of distribution and sharing of materials as much as possible. We will no longer be storing art projects in our rooms. This is temporary and will immediately change should the COVID situation improve.

### **Middle School/High School Art**

Art and Music teachers will provide in person instruction according to their building's scheduled rotation. Teachers are responsible for providing online availability and instruction on the alternate days. That instruction may be in the form of synchronous streaming or recorded demonstrations. Students receiving 100% online instruction must have regularly assigned and assessed work according to the building schedule. The expectation of online instruction includes regular and meaningful teacher-student engagement and interactivity. Instrumental pull out lessons will take place

### **K-12 Physical Education**

During this unprecedented time of navigating the COVID 19 pandemic, quality health and physical education, instruction is crucial to the health and well-being of children and adolescents. Although the learning environment will be different, it is essential to deliver instruction that focuses on physical, cognitive and affective learning. In addition, it is important to be cognizant of equity, inclusion and accessibility issues as they pertain to instruction and student learning.

Health education plays a key role in the public health response to the COVID 19 pandemic. In addition to supporting efforts to prevent the spread of infectious diseases, health education provides students with the knowledge and skills to adopt and maintain healthful behaviors and avoid or reduce risky

behaviors. Although the pandemic has taught us many lessons, one key lesson is that our students need - now more than ever – a quality health education program and curriculum.

## **VALLEY CENTRAL STUDENT EXPECTATIONS FOR REMOTE/ONLINE LEARNING**

**Purpose:** To inform students and parents of expected engagement, participation, communication, and etiquette when participating in remote and online learning.

**Overview:** In order to respond to the unique teaching and learning needs during the pandemic, students will be expected to participate in remote and online learning opportunities. This document will outline student expectations for remote and online learning.

### **Expectations:**

- I. Participation.** Although remote and online learning does not take place in a typical classroom, students are still expected to engage in learning activities during the typical school day using Google Classroom, Meets and other technology as follows.
  - A. Students should be engaged in learning activities during normal school hours.
  - B. Students should watch all instructional videos and review all instructional material.
  - C. Students must complete all assignments by the given due dates. Assignments will be graded.
  - D. Students must Communicate with teachers via email, Google Classroom, Hangouts, etc. when they have a question.
  - E. Student/parents must review feedback provided by teachers.
  - F. Students/parents must let teachers know of any technological issues as soon as possible.
  - G. Students must keep their online work organized and accessible so it can be reviewed during in person instruction, when necessary.
  - H. Students should participate in live Google Meets whenever possible. It is strongly recommended that students participate in the live Meet to gain the maximum benefit from teacher instruction and engagement. However, whenever feasible, recorded lessons will be provided.



- I. Students should engage in live Google Meets by following proper Meet etiquette (see below) and being an active participant in the lesson.

**II. Google Classroom and Meet Etiquette.** Valley Central teachers will instruct students, assign lessons, and provide learning materials through the Google Classroom and Google Meet. Teachers will provide schedules for all Google Meets in advance (including start and end times). Students will be expected to attend all live instruction through Google Meets and will access all assignments and digital learning materials in their Google Classroom. The following details Google Classroom and Meet etiquette.

- A. Come into the Google Meet, mute your microphone and turn your camera on. Microphones can be muted when directed by the teacher.
- B. Remain logged on for the duration of the call.
- C. Chat (in Google Meet) and Comments (in Google Classroom) should be used for class related communication only.
- D. Have learning materials including pen or pencil, paper, assignments, and whatever else is needed for the lesson readily available.
- E. Join in an appropriate learning environment. For example sitting at a table or in a quiet space if possible. An example of an inappropriate learning environment is curled up in bed, etc.
- F. Wear school appropriate attire.
- G. Come ready to learn.

**III. Grading.** Grades will be applied in the online, remote and classroom environments. Students will be graded based on the normal Valley Central School District report card expectations.

**IV. Technology.** Valley Central will provide chromebooks for all Valley Central students. Additionally, if families have additional technology needs (internet), they should contact their elementary school immediately. We recommend using school-issued chromebooks or to maximize the functionality of the learning environment.

- V. **Passwords.** Students must only use their assigned login credentials to access technology or school-related programs, applications, or web sites.
  
- VI. **Communication.** Parents should communicate with teachers about concerns with the learning, learning environment, or situations that may influence learning outcomes as soon as they arise. Parents and caregivers should not communicate through the Google Classroom, but should reach out via the teacher’s email or the teacher’s chosen communication method (for example, Class Dojo).
  
- VII. **Privacy Protections.** Video instruction, assignments, and other material posted in Google Classroom is intended for Valley Central student learning. These videos, assignments and other materials belong to the Valley Central School District and should not be shared, posted, or otherwise used outside of the Google Classroom environment. This is to comply with educational copyright laws, student privacy, and to protect the integrity of VC instruction.
  
- VIII. **Code of Conduct and Dress Code.** The Valley Central Code of Conduct and Dress Code applies to all online learning.