Remote Learning Plan

Ensuring the continuity of learning for students while they shift between multiple instructional approaches, requires careful planning. As much as flexibility is necessary for learning while shifting models, structure and standardization are also necessary to ensure that learning continues and that students progress with minimal disruption. To accomplish this, the Pearl River School District Remote Learning Plan will address the need to allow for flexibility and adaptation while mirroring many of the structures students, teachers, and parents are familiar with during in-person school. The following plan represents these sentiments:

All teachers will interact with their students as frequently as they meet during in-person school (daily for core students; less frequently for specials and courses that meet every other day). The length of these daily interactions will vary per day, per student.

Schedules:
- K-4 - establish daily/weekly schedule; shared with families and approved by principal (M,T,Th,F).
- 5-12 - Follow daily schedule from eSchool Data(M,T,Th,F).
- Wednesdays - This day is reserved for students to work asynchronously and catch up on work. For teachers, this day will be reserved for professional development and other professional responsibilities related to preparing for daily synchronous instruction.

Procedures:
- Teachers will meet all students at the start of each class, take attendance (required attendance for students), and offer instructions and/or important information for the learning plan for students (as necessary).
- During instruction, students are required to show their faces (on screen) unless otherwise permitted by the teacher (students or their parents should speak with the teacher/principal if a student has a unique/unusual situation that will prevent him/her from showing his/her face).

Online Class Setting Management and Learning Environment:
- Teacher will determine purpose, proposed outcomes, structure, and method for instruction during the scheduled time.
- Teachers may choose to divide students into smaller groups and/or work with certain groups of students at varying frequency throughout the day/week.
- Teachers will not necessarily be face-to-face with all students at the same time, or for the duration of the period.
- When teachers are not actively working with students, they will be actively monitoring students during that class time (this will vary per student over the course of each week).
- All special education and ELL services will be provided - both push-in (co-taught and consult) and pull-out as scheduled.
- If students have individual concerns, conflicts or other issues related to meeting during scheduled times, they (or their parents) should reach out to their teachers.
- Teachers should reach out to their principal if they have individual concerns and/or conflicts throughout the school year.

Instruction:
- All instruction is based on the New York State Learning Standards.
- Grade level and subject area scope and sequence and core curriculum will continue during remote learning.
- Assignments are directly connected to instruction.
- Homework is assigned only when necessary and should only be used to reinforce prior learning, or to prepare for new learning.

Professional Learning

Professional development for faculty and staff will be ongoing and will be determined by the needs of teachers, and to reinforce proficiency in the use of technology, various instructional tools, and philosophical approaches to instructional delivery. Professional development will also be used to promote the teaching of the New York State Learning Standards, whenever necessary.

Attendance

Should the Pearl River School District need to commence fully remote teaching and learning, students and teachers will follow the same schedule as they would during fully in-person school. During each of these classes/instructional periods, teachers will take period by period attendance. Furthermore, students will be required to attend each of the classes on their schedule, and plan to attend for the duration of that scheduled period (teacher discretion), just as they would during fully in-person school. By reintroducing period by period attendance, and mandating participation will assist teachers in monitoring the engagement of each student. Guidance for teachers on how to officially document daily engagement will be forthcoming.

Online Etiquette– Guidelines for Students

Students are expected to follow the online learning environment guidelines below. Additional guidelines and instructions may be specified by individual teachers prior to or during an online session.

When participating in E-learning virtual classrooms through Google Meet (or any similar virtual meeting provider), it is expected that students will be in a quiet and private location so as to not allow unintended viewing and participation by persons not in the class (parents, siblings, etc.).

Come prepared to learn and participate. You are attending a school meeting so whether it is in person or through Google, you should arrive early, be dressed appropriately for school and have your materials necessary to participate. You should select a location in advance of the meeting that will be free from distractions. Plan to show your face and fully participate in instruction.

Be respectful to your fellow classmates and teachers. Remember that you are participating in a school event and therefore, must follow all rules as outlined in the School District Code of Conduct. Respect the privacy of others. If you prefer not to show your face, turn the camera off. An online learning environment is new for most people. It will take a while for some to feel comfortable meeting in a virtual class setting. Please support each other in this process.

No recording or screen-shots. In accordance with the School District Code of Conduct, P. 29, students (or parents) are not permitted to audio or video record any lessons, nor alter any previously recorded lessons given or posted by teachers. No pictures, recordings or videos may be taken during live or prerecorded lessons. All synchronous and asynchronous posts are intended solely for the students and teachers in the class and should not be shared with others without permission from the teacher.

Stay focused. Please remain focused on the topic presented by your teacher and/or classmates. Consider the behaviors expected during a classroom discussion. Avoid side conversations and unrelated comments/posts. "Raise" your hand before talking and do not speak while others are speaking. Mute your microphone to avoid background noise. Unmute when you would like to ask a question.

Utilize available tools. There is an icon with a comment bubble known as "chat" - it is located towards the upper right hand corner of the screen. This is for posting relevant questions to the lessons. Closed Captioning available by clicking on the "three dots" in the lower right hand corner.

Academic Integrity and Honesty

An online learning environment adds an increased level of autonomy for students as they complete assignments in the privacy of their homes. It is important to remember that students are still required to follow the academic integrity and plagiarism requirements of the School District Code of Conduct, available at: Section I: Academic Integrity, Pp. 31-35. Teachers may require students to confirm that the work they are submitting is their own and was not completed through the unauthorized assistance of anyone else. Online assessments may include an *Academic Integrity Declaration to serve as a reminder of this requirement. If at any time a student is uncertain about the integrity of his/ her work, or whether or not assistance from another student, sibling, or parent is permitted, the student (or parent) is encouraged to contact the assigning teacher prior to completing the assignment.*

Technology

In accordance with New York State Education Department guidelines, all students and teachers will be provided with a Google Chromebook to minimize the chance of multiple people handling the same devices. Families were surveyed through school messenger, both by email and SMS text, to determine how they connect to the internet at home. The results determined that we need to accommodate 20 families in the district with mifis that we will purchase from our local RIC (regional information center).

The Pearl River School District will use Google Classroom in grades 3-12 as the learning management system. Students in grades K-2 will utilize a learning management system called SeeSaw, which is a more age appropriate learning management system for early learners. Google Meets will be used for any remote synchronous teaching, and the link will be posted to SeeSaw or Google Classroom based on the grade level. District Technology Coaches will develop training videos and other materials to help prepare teachers, students and parents to utilize these LMSs effectively during the upcoming school year. Teachers will receive ongoing training for Screencastify to record mini lessons, and jointly build libraries, by subject areas and grade levels. Videos will be used both in school and at home for continuous learning as well as a resource to go back to, in order to develop mastery.

The district will also provide hardcopies and physical textbooks, where applicable, to ensure students can continue learning in the event of any outages or device issues. The district will use video tutorials, directional documents, and live training to develop staff, students and families on technology used in the district.

To facilitate virtual learning environments and ensure equitable access to technology, Pearl River School District will:
- Update all security measures for information privacy and security in virtual environments. As remote learning continues, accountability into ensuring sound security practices must be implemented and enforced to counter a possible breach in confidentiality, integrity, and availability.
- Conduct an inventory of equipment and other assets.
- Conduct a needs assessment to determine the number of students who will require district-provided devices and/ or internet access to access remote education.
- Procurement of needed hardware, software, licenses, and learning platforms to improve virtual instruction.
- Develop an agency wide standard for the use of web-based teaching platforms to ensure compliance with NYS ED Law 2D
- Develop a deployment plan for needed technology that includes distributing and collecting devices, student and parent training (where needed), and information on acceptable use policy implementation.
- Deploy assistive technology and training where appropriate and needed in accordance with student's IEP.
- Ensure that classrooms, teachers and students are equipped with technology to support a variety of learning models.
- Deploy a sanitization plan and protocol for all equipment being used in classrooms.
- No sharing of devices in accordance with CDC and NYSDOH guidelines.
- Shared classroom spaces will have multiple keyboards/mice to accommodate every teacher who uses that space.
- Special attention will be paid to adaptive equipment used with medically fragile students.

- Expand access to technology support and technical assistance to include staff, students, and families.
- Support will be provided through multiple modalities via online requests and remote technical support.
- Conduct on-going evaluation to ensure that there is adequate capacity for access.

Click on the following link to access the full PRSD School Reopening Plan