

WEST VALLEY CENTRAL SCHOOL



REMOTE LEARNER HANDBOOK

SEPTEMBER 9, 2020

ACADEMICS

Based on guidance from the NYSED, the DOH, and the Governor, the district will determine the instructional model for the 2020-2021 school year. The following section describes West Valley's Remote instructional model, tools, resources, structure, and expectations for Remote Learning PK-12. All core and special area courses will follow the specifications of the Remote model. **The model is subject to change at any time during the school year.**

Prioritizing Standards and Curriculum

The District's reopening plan includes educational programming that is aligned to the New York State Learning Standards regardless if instruction is delivered in-person, remotely or in a hybrid model. The District conducted a curriculum needs assessment throughout the closure period to determine essential standards and skills addressed, as well as those needing reinforcement in the 2020-21 school year. The District focused on prioritizing standards, which creates clarity around what is to be taught and what students should learn next school year. Furthermore, prioritizing the standards fosters efficient planning and more efficient sharing of resources. These analyses identified what is most important for students to know and be able to do and prioritized our curriculum and teaching around essential standards.

Academic Gaps and Interventions

The District has established instructional practices and procedures for implementing Districtwide initiatives that address a Response to Intervention (RtI) process applicable to all students. The West Valley Central School District will provide appropriate prevention, intervention and/or remediation while ensuring high quality instruction and access to grade level standards for all.

Response to intervention (RtI) is structured as a three-tiered program. Tier 1 provides Prevention through standard based, high quality, differentiated instruction. Tier 2 provides Intervention through targeted grouping with essential standard focused instruction. Tier 3 provides Remediation through smaller groups. (1-3 students)

Interaction and Equity

The District's reopening plan provides for a program that includes regular substantive interaction between teachers and students. All instruction will be developed so that there will be clear opportunities for instruction that are accessible and equitable to all students. Such opportunities will be aligned with state standards and include routine scheduled times for students to interact and seek feedback and support from their teachers.

REMOTE INSTRUCTION & THE IN-PERSON MODEL

Remote Learners will not attend school in the physical building. Staff and other students will be attending In-Person physical building. As instruction will be conducted live In-Person Remote Learners will join class/course specific sessions virtually utilizing Microsoft Teams. The structure of the classes, expectations for students, protocols for taking attendance, delivering lessons and instructional materials, assessing student work, and grading/providing feedback will be explained by each teacher.

Structures and Expectations for K-12 Remote Learning

A predefined set of structures has been established for remote learning. When planning for and delivering instruction, all faculty and staff will follow the expectations outlined below:

Microsoft Teams

Grades PK-12 will use Microsoft Teams to post assignments, communicate with students and parents, create assessments, and share digital information.

A Learning Management System (LMS) is used to plan, deliver, and manage the learning content for Remote instruction. Content is created in other applications and uploaded and organized within the LMS. Learning content may include documents, videos, learning activities, and assessments.

Attendance

As per the New York State Education Department attendance will be required to be taken during remote instruction. Attendance will be taken at the beginning of each class meeting. Flexibility will be provided to accommodate situations when hardware or technical issues arise. Flexibility will be on a case by case basis and should not be a regular occurrence.

Grading

The grading system for each class or course will be determined by the classroom teacher and communicated to all students.

Tests & Quizzes

Remote Learners who will be taking assessments or quizzes at home are expected to keep their live video feed on during assessments. While taking assessments or quizzes, Remote Learners should not be accessing the use of the internet or other resources to assist them, unless specifically permitted by the classroom teacher. It is of utmost importance, that when all students are taking an assessment that it is reflective of what they know and understand. This will accurately assist teachers in determining follow up lessons and/or providing more assistance to students on a given topic.

Internet Access

Through engagement with our families we have determined that nearly all our students are able to access the internet at home. West Valley Central School recognizes that the quality of

access can vary throughout the district, depend on location of residences, and the provider of Internet services. The District will be providing access to our Wi-Fi internet while in the school's parking lot during any school closure to assist families with Internet access. The District will work with families that do not have any access to the Internet.

Please understand that even if the District provides wireless devices throughout the District on buses, at specified locations, etc., the quality of the service is still dependent on the wireless towers that are used to transmit Wi-Fi signals. Therefore, there is no guarantee that a District provided wireless device will work without complications or perform better than your current internet service.

Devices

All students will be provided with an electronic device for use at home. District issued devices are to be used for instructional purposes. The district has and will be using our abilities to filter content, monitor student activity, and troubleshoot hardware issues.

- PK-3: Ipad
- Grades 4-12: Dell 3190 2&1 PC

Device/Internet Best Practices

- Creating a technology contract with your child to include appropriate use guidelines inside the home, APP usage, and consequences.
- Discuss and limit the school's device for instructional use only.
- Provide a common or shared space for students to use their devices rather than a private space.
- Remind children never to contact strangers online.
- Remind children that information shared on social media is not always true and how quickly misinformation can create a panic.
- Monitor children's internet usage.
- Communicate with your children about what they are doing in their classes and/or on their devices.

While the school has web filters there may still be a chance that inappropriate content can be accessed. If you find this is occurring, please contact the school immediately. We all want the best for our communities' children. Join us in our efforts to protect them. Please do not hesitate to contact us with any of your concerns.

Setting Learning Objectives

- Establish weekly checklists with clear instructions that can be followed on- or off-site.
- Create standards-aligned lessons that work toward mastery of the learning targets for instruction in a traditional classroom.
- Provide resources for students to create evidence of their knowledge in a variety of formats to demonstrate mastery.

- Create customized learning pathways, where learning goals and objectives are linked to explicit directions for completion.
- Ensure targets are being met to provide quality off-site instruction to include regular check-ins with students on daily/weekly/set intervals.
- Teachers need to plan for providing students with additional time and support for assignments, activities, and assessments in consideration of the diverse home experiences for remote learning.

Communication Protocols for Students and Families

The District has established a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology. District protocols for communication include, but are not limited to:

- Provide clear communication to students and families to share course expectations and online learning participation expectations, including set office hours and opportunities to collaborate with educators and other students.
 - District Welcome Letter sent to all students and families including directions for parent access to the **eSchool Parent Portal and the eSchool mobile APP.**
 - Teachers will be in contact with parents and students through multiple means to include the eSchool messaging platform, email, Microsoft Teams to welcome all students and families outlining class/course schedule and online participation expectations, including teacher contact information
 - Teachers will commit to a response time for parent communication:
 - Emails: 24 hour response time
 - Eschool Messaging Portal: 24 hour response time
 - Telephone Calls: 24 hour response time
 - Communication regarding student work: 48 hours
 - Classroom teachers will be available throughout the school day to schedule follow up meetings with Remote students as needed.
 - In addition:
 - Each teacher will be available for 1 hour per week after 2:40 pm.
 - The one hour per week may be divided up into 2 separates 30-minute sessions.
 - Teachers have the option to schedule additional meetings outside of this required 1 hour.
 - Teachers will communicate their availability to students
- Establish remote classroom materials access for students and families
 - Provide guidance and ensure all students can login to all systems that are a part of the class/course
 - Setup, test, and troubleshoot hardware, audio, and video
 - All students in Grades 4-12 will have access to a Student Tech Help team to assist with technology issues. Parents may also communicate technical issues with Administration, Teachers, and the Tech Coordinator.

Engagement Strategies and Online Tools

Definition of Terms:

Asynchronous Learning - Asynchronous virtual learning occurs when students work independently on learning activities and assignments. Teachers provide lesson content through written materials and video presentations. Students show what they know by completing interactive learning activities, self-grading and teacher graded assessments, and teacher graded written work and projects.

Synchronous Learning - Synchronous virtual learning occurs when students join an audio/video enabled meeting space at the same time. This space is greatly enhanced when the meeting space includes an interactive whiteboard, chat, and breakout rooms. This synchronous session may include whole group instruction led by the instructor and small group work amongst the learners. The structure of this session is much like an In Person learning experience.

- Using video conferencing (Microsoft Teams) software for daily live (synchronous) lesson instruction.
 - Online Tool: Chat
 - One way to keep students engaged in the learning process during the lesson is to pose questions that they must respond to. Students who may not raise their hand in a face-face classroom may feel more comfortable sharing a response in chat. Students can also ask questions and provide insights during the lesson.
 - Wait time is important when asking questions in the classroom. This gives students time to prepare a response. Wait time is especially important in the virtual classroom. Students may have delays in video and audio feed due to equipment, network, or bandwidth limitations. Students may type or click at different speeds.
 - Online Tool: Interactive Whiteboard
 - During class meetings, instructors can use the whiteboard to keep learners engaged in the material. Design activities that learners must respond to using the whiteboard tools by typing or drawing. Remember that using the whiteboard will be new for most learners. Offer a practice activity to give them the time and opportunity to figure out how the tools work.

- Recording each video conference lesson (asynchronous) and store the saved file to an easily accessible location for sharing with students.

Student Schedules and Bell Schedule

Included in this Handbook are copies of our Secondary and Elementary Master Schedule as well as our daily Bell Schedule. The Master schedules are for reference only. Each Remote Learner will receive a copy of their individual schedule. The Bell Schedule will assist students to know what time a class begins and ends.

Many classes meet at the same time every day for the year or a given semester, while others will meet using other day rotations during a given period. West Valley uses a 1,2,3,4 day pattern for classes. This means that some classes will meet all days 1-4, some may meet on days 1 & 3 or 2 & 4, and other classes can meet with varying patterns such as a day 1 & 2 or 3 & 4.

Individual student schedules will indicate the class period, Teacher, and day pattern the class will meet on for a given course. The first day of school is September 14th and will be a Day 1. The day pattern will continue for the remaining school days of the year. If there is a change to the day pattern, Remote Learners will be notified.

The Daily Bell Schedule designates the start and end times for each class period throughout the day. The Daily Bell Schedule should be used with the Individual Student Schedule for student to know when Remote Learners will join a class session through Microsoft Teams. Please contact Mr. LaBrake or Mr. Amodeo for any questions related to an individual schedule.

SCHEDULES

HR	1	2	3	4	5	6 (PRE-K-3 LUNCH)	6 (4TH- 12TH)	7 (PRE-K- 3)	7 (4-8)	7 (9-12 LUNCH)	8 (9-12.K-3)	8 (4-8 LUNCH)	9	10
7:33-7:47	7:48-8:25	8:30-9:07	9:12-9:49	9:54-10:31	10:36-11:13	11:18- 11:48	11:18- 11:55	11:53- 12:30	12:00- 12:37	12:00-12:30	12:35-1:12	12:42-1:12	1:17-1:54	1:59-2:36
	ELA 11	PLAN	ELA 7H	AIS 7/AIS 7	PLAN		PLAN			LUNCH	ELA 10		ELA 9	ELA 7
	Houghton	AIS 8/AIS 8	PLAN	CW	ELA 12		ELA 8		ELA 8			LUNCH	PLAN	PLAN
	Spanish 7h	Spanish 7	PLAN	Spanish 3	PLAN		Spanish 8			LUNCH	Spanish 2		Spanish 8	PLAN
	S.S. 8	GOV/ECON	PLAN	S.S. 8	PLAN		S.S. 7		S.S. 7			LUNCH	U.S. 11	PLAN
	PLAN/CT Math 7	GOV/PLAN	CT Math 8	Global 9	CT ELA 12/Plan		RR 11 &10/CT A2			LUNCH	PLAN/CT ELA 10		GLOBAL 10	PLAN
	ACAD LAB/PLAN	PLAN	ALGEBRA	PLAN/JCC STATS	PRE ALGEBRA		Algebra II			LUNCH	JCC Alg/JCC PRE	LUNCH	PLAN	AIS 8/AIS 8
	Math 7	PLAN/SUPA ECON	MATH 8	AIS 7/AIS 7	PLAN		Geometry			LUNCH	PLAN		PLAN	Math 7h
	Earth	ELAB	PLAN	SCI 8	COM 7/COM 7		SCI 7		SCI 7			LUNCH	PLAN	PLAN
	BIO	BLAB	CHEMISTRY	PLAN	PLAN		GCC Physics			LUNCH	PLAN		SUPA BIO	SUPA BIO/CLAB
	TECH	COM 4(1/2)/COM 6(1/2)	TECH	COM 3(1/2)/COM 2(1/2)	TECH		TECH			LUNCH	COM K/1		TECH	TECH
	PLAN	MU 6(1/2)/Chorus 4(1/2)	Chorus 5(10)/Chorus 6(12)	MU 3(1/2)/MU 2 (1/2)	Chorus 9-12 (16)		PLAN			LUNCH	MU 1/MU K		Chorus 7 (6)/MU 5	Chorus 8 (8)/PLAN
	Lesson/ PLAN	PLAN/MU 4(1/2)	Band 6(11)/Band 5(10)	Lesson/Plan	Band 9-12 (13)		Lesson/ PLAN			LUNCH	Lesson/Plan		PLAN/ Band 7(12)	PLAN/Band 8(11)
	PLAN	ART 6 (1/2)/PLAN	Painting & Drawing	Ceramics / Sculpture	Art 8/Art 8		PLAN			LUNCH	Graphic Design/ Plan		Art 7(6)/Art 7 (13)	STUDIO ART
	PLAN	ART 4(1/2)/ART 5	ART 2(1/2)/ART 3 (1/2)	ART K/ART 1										
	PLAN/CT ELA 11	PLAN/RR 8 &10	RR 12/PLAN	RR 7	Health 8 / Health 8		PLAN			LUNCH	RR 9		CT U.S. 11/PLAN	RR 8/RR 11 & 12
	PLAN	PE 8/9/10	PE K-1	Pre K	PE 6-7		PLAN			LUNCH	PE 2-3		PE 4- 5/PLAN	PE 10/11/12
	PLAN	PE 8/9/10	PE K-1	Pre K	PE 6-7		PLAN			LUNCH	PE 2-3		PE 4- 5/PLAN	PE 10/11/12
	Sketch Up/3-D Modeling	Tech 7	Tech 7	PLAN	Woodworking		PLAN		Tech 8			LUNCH	Tech 8	PLAN
	Acad LAB	Acad LAB	Acad LAB	Acad LAB	Acad LAB		Acad LAB			LUNCH	PLAN		Acad LAB	Acad LAB

HR	1	2	3	4	5	6 (PRE-K-4 LUNCH)	6 (5TH- 12TH)	7 (PREK- 4)	7 (5-8)	7 (9-12 LUNCH)	8 (9-12.K-4)	8 (5-8 LUNCH)	9	10
7:33-7:47	7:48-8:25	8:30-9:07	9:12-9:49	9:54-10:31	10:36-11:13	11:18- 11:48	11:18- 11:55	11:53- 12:30	12:00- 12:37	12:00-12:30	12:35-1:12	12:42-1:12	1:17-1:54	1:59-2:36
Pre-K	CLASS	CLASS	CLASS	PK PE	CLASS		LIB			LUNCH	tlunch		CLASS	CLASS
Kindergarten	Math	Math	PE	ART/LIB	Reading	LUNCH		Writing			COM/MU		ELA	S.S./SCI
1st Grade	Math	Math	PE	LIB/ART	Reading	LUNCH		Writing			MU/COM		ELA	S.S./SCI
2nd Grade	Math	Math	ART-LIB/HB	HB/COM-MU	Reading	LUNCH		Writing			PE		ELA	S.S./SCI
K-3rd Class	Math	Math	PLAN/2nd	2nd/PLAN	Reading	LUNCH		Writing			PLAN		PLAN	S.S./SCI
4th- 7th Class	SS 4-7	PLAN	ELA 4 & 7	Math 4-7	Math 4-7		ELA		ELA			LUNCH	PLAN	SS/SCI
3rd Grade	ELA	READING	HB/ART-LIB	COM-MU/HB	Writing	LUNCH		Math			PE		Math	S.S./SCI
4th Grade	S.S.	ART-COM/MU- Chorus	Writing	Math	Math		ELA		ELA			LUNCH	PE/LIB	SCI
5th Grade	S.S.	LIB/ART	Chorus/ Band	Math	Math		ELA		ELA			LUNCH	PE/MU	SCI
6th Grade	Math/ELA	MU-ART/LIB- COM	Band/Chorus	Math	PE/ Math		ELA		ELA			LUNCH	S.S.	SCI
Consultant Teacher	PLAN/CT Math 3	RR 6/PLAN	RR 3/RR 6	CT MATH 6/RR 3	PLAN/CT MATH 6		CT ELA 8		CT ELA 6/PLAN			LUNCH	PLAN/CT SS 6	CT SCI 6/PLAN
AIS Reading	AIS 6	AIS 4	AIS 5/6	AIS 2/3	PLAN	LUNCH		PLAN			AIS K/1		AIS 4/5	PLAN
Computer	TECH	COM 4(1/2)/COM 6(1/2)	TECH	COM 3(1/2)/COM 2(1/2)	TECH		TECH			LUNCH	COM K/1		TECH	TECH
Art	PLAN	ART 4(1/2)/ART 5	ART 2(1/2)/ART 3 (1/2)	ART K/ART 1										
Music & Chorus	PLAN	MU 6(1/2)/Chorus 4(1/2)	Chorus 5/Chorus 6	MU 3(1/2)/MU 2 (1/2)	Chorus 9-12		PLAN/PK			LUNCH	MU 1/MU K		PLAN/ Chorus 7	Chorus 8/PLAN
Band & Music	Lesson/ PLAN	PLAN/MU 4(1/2)	Band 6/Band 5	Lesson/Plan	Band 9-12		Lesson/ PLAN			LUNCH	Lesson/Plan		Band 7/Plan	PLAN/Band 8
Art	PLAN	ART 6 (1/2)/PLAN	Painting & Drawing	Ceramics / Sculpture	Art 8/Art 8		PLAN			LUNCH	Graphic Design/ Plan		Art 7/Art 7	STUDIO ART
PE Girls	PLAN	PE 8/9/10	PE K-1	Pre K	PE 6-7		PLAN			LUNCH	PE 2-3		PE 4- 5/PLAN	PE 10/11/12
PE Boys	PLAN	PE 8/9/10	PE K-1	Pre K	PE 6-7		PLAN			LUNCH	PE 2-3		PE 4- 5/PLAN	PE 10/11/12
Library		LIB 5/LIB 6(1/2)	LIB 2(1/2)/LIB 3(1/2)	LIB 1/K			PK LIB						PLAN/LIB 4	

DAILY BELL SCHEDULE

7:33 Students off Bus			
Homeroom: 7:33-7:47			
	K- 3	9-12	4-8
1	7:48-8:25	7:48-8:25	7:48-8:25
2	8:30-9:07	8:30-9:07	8:30-9:07
3	9:12- 9:49	9:12- 9:49	9:12- 9:49
4	9:54-10:31	9:54-10:31	9:54-10:31
5	10:36-11:13	10:36-11:13	10:36-11:13
6	11:18-11:48	11:18-11:55	11:18-11:55
7	11:53-12:30	12:00-12:30	12:00-12:37
8	12:35-1:12	12:35-1:12	12:42-1:12
9	1:17-1:54	1:17-1:54	1:17-1:54
10	1:59-2:36	1:59-2:36	1:59-2:36
Teacher Day- 7:33-2:38			
Student Day 7:33-2:36			
BOCES AM Departure: 8:30			
BOCES PM Departure: 11:35			
BOCES AM Pick-up 11:50			
BOCES PM Pick-up 2:10			

Social and Emotional Learning

West Valley will provide Social and Emotional learning (SEL) within our Restorative Practices Model. Additionally, SEL lessons will be implemented by our School Counselor and teachers throughout the school year, either in-person or remotely.

Special Education Instruction and Services

Teachers who work with Students with Disabilities should ensure that the instruction and assignments are appropriate for the level of each student. In the Elementary, assignments and standards can be customized based on student need. Related services such as Speech, OT, and PT will be provided via Teletherapy

Resource Room and Consultant Teachers (CT) will utilize Teams to connect with the class and students during your designated times for specific courses there is a CT for. Resource Room Teachers will meet with students the regular class periods that you would normally see them using Microsoft Teams.

Student Meals

The District will be able to provide breakfast and lunch for all students. The District will work with each family to determine their individual needs. The primary means for distributing breakfast and lunch will be through delivery unless other arrangements are made. The frequency of breakfast and lunch deliveries may be flexible. In other words, meals for multiple days may be delivered on one day. An example would be as follows, Breakfast and Lunch for Monday & Tuesday will be delivered on Monday and the meals for Wednesday, Thursday, and Friday may be delivered on Wednesday. Therefore, meal deliveries would only happen on Monday and Wednesday but include all of the meals for the week.