



Stanley G. Falk School

Remote Learning Guide

The Stanley G. Falk School will reopen for in-person instruction for the 2020-2021 school year. For those families that have opted into remote learning, the following will apply. It is important to note that NYS has enhanced the requirements for digital learning and any student who opts into digital learning will be required to log on to daily live instructional sessions that will mirror the in-person instructional day. Expectations in terms of attendance, grading, and accountability will be the same for remote learning students as those on campus. Active parent involvement will be key to student success in the remote learning option as students will potentially need adult guidance during the remote learning school day. Families who opt to participate in remote learning may change their selected instructional model (in-person or remote) at any point during the 2020-2021 school year by contacting their building principal. The Stanley G. Falk School will work closely with the students' home district to provide educational services to each student.

Systems Management

Grades K-12 will use Google Classroom 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 hybrid/remote instruction. Content is created in other applications, uploaded, and organized within the LMS. Learning content may include documents, videos, learning activities, and assessments.

- All students will be provided with an electronic device for use at home.
- Keep and/or establish a regular school schedule with times for course/subject area instruction. Times established by K-6 and 7-12 grade level bands.
- All teachers will be prepared to design lessons in our LMS for in-person learning and remote learning from the beginning of the year.

What Families Can Expect

- Students will have daily remote learning activities that reinforce grade-level standards and prioritize social and emotional needs.
- Students will be engaged in assignments, videos, activities, and periodic interactions with teachers for a full school day. The expectations and rigor will mirror in-person instruction, and digital students will have a full seven (6) hour school day Monday-Friday following the school calendar.
- Core academic courses (social studies, science, math, and English Language Arts) will be available for all grade levels as well as activities for special areas and elective courses.
- For students in grades K-12, reliable internet access is highly recommended in order to participate in remote learning, and a school-issued device will be available for each student.
- We expect students to stay engaged in learning, either with digital or non-digital learning options, and teachers and staff will be available to instruct, encourage, and support students.
- Students are expected to complete classwork and assessments with integrity. Just like they do during the school year, teachers will routinely track student engagement and provide feedback on student work.
- Students will be expected to log a minimum amount of daily learning (6 hours) and are expected to engage in their learning as required.
- Families can contact school staff, including their child's teacher(s), by email or phone.

Communication Protocols for Students and Families

- Clear communication will be provided 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.
 - ❑ Building based welcome letters will be sent to all students and families including directions for parent access to the Google Classroom.
 - ❑ Teachers will follow-up and welcome all students and families outlining class/course schedule and online participation expectations, including teacher contact information.
 - ❑ Teachers will respond in a timely manner to all instructionally relevant emails, discussion board posts, and submitted work.
 - ❑ In addition to daily class meetings, teachers will host regular office hours for individual student questions

- All parents/guardians will be invited to each Google Classroom.
- Establish remote classroom materials access for students and families
 - Provide guidance and ensure all students are able to login to all systems that are a part of the class/course
 - Students and families will complete the [Student Device Pledge form](#) which outlines student responsibilities for transporting and caring for his or her school-issued device.
 - Setup, test, and troubleshoot hardware in the audio/video enabled meeting space
 - Communicate tech-help protocol for logistical and technical help

Setting Learning Objectives

- Establish weekly learning targets that are posted to the Google Classroom 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, adhering to health and safety recommendations.
- 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 a daily/weekly/set interval.
- Students will be provided with additional time and support for assignments, activities, and assessments in consideration of the diverse home experiences for remote learning as needed.

Instructional Schedule

Students in remote settings will have schedules provided that match the daily minimum instructional minutes across all grade levels. For virtual instruction, students will attend synchronous learning opportunities daily while completing asynchronous work daily.

Example Schedules:

Kindergarten - Grade 6			Notes
	Time	Subject	
1	8:00-8:30	Student-Classroom Connection	<p>Students will attend live sessions for community building, counselor guidance, and intervention or enrichment. These live lessons will allow peer-to-peer interaction and relationship connections with teachers.</p> <p>Students will be scheduled for one individual and one group counseling session per week via Google Meet.</p> <p>The homeroom teacher and aide will be the point of contact for their remote learning students.</p> <p>Office hours will be available for one-on-one conferences after school for parent and student assistance.</p> <p>Physical Education, art, music- a bank of exercises, physical activities, and resources will be provided.</p>
2	8:30-9:30	Reading Language Arts	
3	9:30-9:45	Break	
4	9:45-10:45	Math	
5	10:45-11:15	Social Studies	
6	11:15-11:45	Science	
7	11:45-12:15	Lunch	
8	12:15-1:15	Specials	
9	1:15-1:45	1:1 or Small Group Support	
10	2:00-2:35	Office Hours	

Grade 7-Grade 12		Notes
Time	Period	<p>Classes will meet at their traditional time as though we were in school every day following their schedule.</p> <p>Homeroom will meet daily to check-in with students, make announcements, etc.</p> <p>The homeroom teacher and aide will be the point of contact for their remote learning students.</p> <p>Office hours will be offered for each class as well as “after school” support as assigned.</p> <p>In grades 7-12, content and instruction is provided by departmentalized teachers. These teachers are the point of contact for their prospective subject areas.</p> <p>Office hours will be available for one-on-one conferences after school for parent/guardian and student assistance.</p> <p>Students will be scheduled for one individual and one group counseling session per week via Google Meet.</p>
7:45 - 7:55	Homeroom	
7:56 - 8:38	Period 1	
8:39 - 9:21	Period 2	
9:22 - 10:04	Period 3	
10:05 - 10:47	Period 4	
10:48 - 11:24	Lunch/Direct Academic Remediation B	
11:25 - 12:01	Lunch/Direct Academic Remediation A	
12:02 - 12:44	Period 5	
12:45 - 1:27	Period 6	
1:28 - 2:10	Period 7	
2:15-2:35	Office Hours	

Grading Policy

Students will frequently and consistently use the LMS provided. The expectation will be a full day of instruction via a blend of synchronous and asynchronous learning activities collected through teacher assigned lessons while engaging with and supporting students through classroom discussions, online lessons, and the completion of assignments. Engagement and participation data will be collected through these methods of lesson delivery on a daily basis. Students will be expected to actively participate and complete and turn in daily work to receive credit for the day. Grading will be the same as on-campus learning and outlined in our Stanley G. Falk Student Handbook and Policy Manual.

Attendance Policy

Remote learning students are expected to adhere to the same school attendance policy as on-campus students. Attendance will be taken daily in our student management system, Schooltool , as determined through participation and engagement. Attendance will be taken and recorded in accordance with the following:

- A. For students in non-departmentalized kindergarten through grade 6 (i.e., self-contained classrooms and supervised group movement to other scheduled school activities such as art, music, physical education), the student's presence or absence will be recorded after the taking of attendance once per school day in Schooltool.
- B. For students in grades 7 through 12, each student's presence or absence will be recorded in the morning during homeroom and in each period of scheduled instruction in Schooltool (Period Attendance).

Absences during remote instruction will be noted, and any resulting attendance interventions administered. Teachers shall seek and receive daily visual, verbal, and/or written verification of student participation in instructional time. Attendance expectation accountability includes the following:

- Daily log-in into Class Google Classrooms
- Teacher contact with the student
- Teacher contact with a parent or guardian
- Student work completion through online learning platform

Student Responsibilities

- Dedicate appropriate time to learning, comparable to a school day and/or guide by your teacher(s)
- Check appropriate online platforms for information on courses, assignments and resources daily
- Attend daily the regular synchronous engagements offered by each of your teacher(s)
- Identify a comfortable space and quiet space to study/learn
- Receive and act on feedback from teacher(s)
- Engage in all learning posted with academic integrity
- Submit all assignments in accordance with the provided timeline and due dates
- Report any technical issues by emailing support@falkschool.com as soon as the issue arises. To minimize lost learning time, every effort will be made to resolve issues within a two day timeframe
- Follow and maintain all online and technology expectations outlined in the Guidelines and Expectations for Google Accounts and Chrome
- Student behavior expectations for participation in synchronous online learning sessions are outlined in the [Expectations for Video Conferencing](#)

Family Responsibilities

- Set realistic goals and daily routines for yourself and your child(ren)
- Establish a place for learning at home that minimizes distractions and establish a routine for learning at home while also being flexible when needed
- Review school-specific schedules and guidance from teachers
- Review and adhere to attendance policies
- Review and respond to Stanley G. Falk community messages
- Support your child(ren) by checking and ensuring submission of assignments
- Communicate with your child's teacher and/or principals if you have questions
- Remind your child to check in with their teacher if they have concerns or need support and encourage them to take breaks for snacks, exercise, and play

Teacher Responsibilities

- Communicate, daily, with students
- Direct/assign teacher aide responsibilities to monitor remote students
- Design and implement instruction in accordance with applicable New York State Learning Standards
- Communicate lesson and learning outcomes via the weekly assignment agenda (K-6) or the course syllabus (7-12)
- Provide feedback to assigned student work in a timely manner
- Assess skills and standards through formative assessments
- Communicate, regularly, with students and parents through Google Classroom, email, and other platforms
- Take daily attendance