

REMOTE/DISTANCE LEARNING

Distance Learning will:

- Occur five days a week, with 5 ½ hours of instruction per day
- Provide all mandated IEP related services
- Engage students using online learning platforms
- Use high-quality, aligned instructional resources
- Offer flexibility for submission of assignments
- Provide daily instruction in ELA, math, science, and social studies for 3-8th grade students
- Provide daily instruction in courses required for graduation for 9-12th grade students
- Instruction will ensure rigor that matches the traditional classroom setting
- High-quality curriculum and virtual learning experiences will continue to be implemented
- All courses are aligned to NY State Standards. The scope and sequence has been adjusted and developed to support the prioritization of essential standards and to support foundations.
- Students/families will be provided with technology troubleshooting, as needed.

Teachers and Related Service Providers will:

- Plan and provide “live” instruction via Google Classroom throughout the school day
- Provide student support for work expectations
- Maintain a routine for classes and assigned work
- Monitor student attendance and completion of assignments.
- Grade weekly assignments and provide feedback to students
- Provide accommodations
- Be available for individual students who may need additional support
- Reports of progress will be communicated regularly with parents via email and/or phone
- Maintain attendance records daily; Absence calls/emails daily
- IEP implementation for delivery of service will continue, e.g., flexibility with respect to the mode and/or manner; group or individual sessions; specific group size for related services, frequency, duration and location of related services, and special class size ratio, etc.
- Collect data, formative assessments, and on-going monitoring of student progress towards annual goals and to evaluate the effectiveness of the student’s special education services.
- Collect data for student progress and reports to present levels of academic achievement and functional performance to the CSE to help determine whether, or to what extent, the school closures may have on student learning
- Maintain documentation of collaboration with parents to develop any contingency remote learning plans that may be implemented during the school closure.
- Document all on-going provisions of compensatory services to individual students.

Students will:

- Adhere to daily attendance guidelines, attending all virtual classes/sessions during the designated times, following given schedules
- Sign in to all virtual classes promptly with cameras turned on and remain present and engaged
- Arrive to all virtual classes with all necessary materials.
- Follow directions and ask for assistance as needed.
- Participate during class discussions, lessons, and activities.
- Make appropriate use of class time and complete quality class assignments.
- Complete and submit quality homework/projects by due dates.

- Study daily and prepare for assessments
- Display a positive attitude.
- Be respectful and considerate of others.
- If absent, take responsibility to obtain notes, and make-up missed work in a timely manner, accessing curriculum and assignments via Google Classroom
- Utilize “Meet” for specific related service sessions and meetings

Parents will:

- Ensure students participate in all virtual lessons daily
- Ensure that required assignments, homework, and projects are completed and submitted promptly
- Ensure students take all required local and state tests
- Typically, elementary students require daily guidance from their parent or guardian, while middle and high school students need guidance weekly
- Perform check-ins with your child regarding academics, and this includes checking Chalkable to ensure assignments, homework, and projects are submitted
- Communicate with teachers regularly to ensure student success
- Talk to your child regarding how they are feeling during this stressful time
- Seek assistance from school staff for emotional or mental health if needed
- Reach out to your child’s counselor with any changes that may impact your child’s success.
- Parent meetings and/or conferences will be scheduled to occur virtually until it is deemed appropriate to have larger numbers of individuals on-site

LEVEL OF CONTINUATION

We will follow full-continuation: Students will be able to access grade-level and subject-matter content. Instructional support is provided, including assessment and evaluation of work. Measurable student progress is expected. Materials and instructional methods used might include all those listed above.

ATTENDANCE PROCEDURES

School closure has caused us to think creatively as to how to ensure that our students are ready for the next grade level. Attendance and accountability for learning are important during the school closure. Our teachers will be contacting students and parents through personal phone calls and virtual sessions. Attendance will be determined in various ways, including online contacts through “Google Suite for Education” and completed classwork and homework. If students are not completing work or participating in learning, teachers will be contacting parents, principals, and counselors to work with families to develop plans for student engagement based on the needs of each student.

PANDEMIC – EPIDEMIC JOB ROLES

Administrators:

- Identify essential personnel to be working in buildings
- Oversee all staff during transition and monitor accountability
- Execute Distance Learning Plan
- Continue to attend school planning meetings
- Send timely, consistent messages to school families and staff via School Messenger

- Receive guidance from the Executive Director on alternative duties and follow expectations
- Provide parents with the Procedural Safeguards and the Student Code of Conduct

Secretaries:

- Field phone calls
- Receive guidance from Supervisor on alternative duties and follow expectations

Custodians:

- Follow CDC guidelines to thoroughly clean and disinfect all schools
- Continue to clean as necessary
- Receive guidance from Supervisor on alternative duties and follow expectations

School Nurse:

- Provide guidance as needed for various stakeholders
- Follow-up with parents on student's health
- Follow-up with mandated immunizations and annual physical exams
- Receive guidance from Supervisor on alternative duties and follow expectations

Teachers:

- Execute Distance Learning Plan
- Contact each family to answer questions and offer support
- Take daily attendance
- Receive guidance from Supervisor on alternative duties and follow expectations

Teacher Assistants:

- Assisting teachers with preparing instructional materials
- Assist students with online learning
- Contact parents for student absences and collect absentee notices
- Receive guidance from Supervisor on alternative duties

Related Service Providers:

- Provide all IEP mandated related services via teletherapy
- Follow developed student schedules
- Record all sessions in EasyTrac
- Maintain session attendance
- Receive guidance from Supervisor on alternative duties
- Counselors will continue close contact with students and families to address mental health and offer support and resources.

Tech Department:

- Support continued distance learning operations

- Implement procedures to provide support for remote users (teachers, staff, students)
- Continue to provide training for online learning
- Receive guidance from Supervisor on alternative duties and follow expectations

Business Office:

- Will assist employees pertaining to hiring, and various resources employees might need
- Accounts Payable & Receivables will continue as normal to communicate with vendors and employees
- Will continue with normal operations in compliance with government directives
- Will receive guidance from direct Supervisor on alternative duties and follow expectations

ACCESS TO DEVICES

- Measures are taken to ensure all students have a device during the closure.
- Students have DOE devices, loaned school iPads/Chromebooks, or personal devices.
- Assistive Technology ensures continued access to quality education and services during any prolonged closure.

ACCESS TO ALL CLASSES

- All instruction continues to adhere to New York State Learning Standards
- Students and staff are using iPads, Chromebooks, laptops and desktop computers
- All students will receive distance or virtual learning daily between the hours of 8:15 am and 2:30 pm
- Daily schedules are followed throughout the day with instruction provided in all academic areas on every grade level according to the Commissioner's Regulation, including art, computer technology, music, and physical education
- We will maintain the 12:1:1 staffing ratio in all classes
- Students will receive all IEP mandated related services of counseling, speech, OT, PT, and individual reading via teletherapy with parental consent
- Students in grades 9 – 12 will continue to complete a minimum of 22 units of credit and demonstrate competency as prescribe by the NYSED to earn a Regents or Local Diploma. All New York State diploma pathways and requirements are applicable.

Communication

During a school closure, staff will communicate with families through email, phone, and virtual platforms (i.e., Zoom or Google) with our students and parents to provide services and support.

Strategists

Strategists will continue to collaborate with grade-level teachers for at-risk students and provide services via online modalities, packets, and phone conferencing.

HIGH QUALITY, EFFECTIVE, STANDARDS-BASED EDUCATION

Provisions for instructional support

Assessment

Grade-level assessments have been developed prior to the pandemic, and The Lowell School will continue to utilize these assessments; however, the delivery method will be adjusted and differentiated to meet the needs of all students.

Grades

Core classes will continue to follow our policies, practices, and grading structure during the closure due to the COVID-19 pandemic. Specifically, grades 3-5 will continue to use letter grades, while grades 7-12 will continue to use numerical grades.

Remediation

We will continue our current services for credit recovery and remediation.

Academic progress monitoring

The Lowell School teachers will continue to meet as grade-level teams to discuss instructional best practices, methods, and strategies. This planning time will continue to monitor students' academic progress in all academic areas, including, but not limited to ELA, Math, Social Studies, Science, Computer Technology, and the Arts.

The Lowell School teachers will continue to use grade-level assessments. Assessments will be virtual, formative, and summative through our online platforms and by student work. Student progress will continuously be monitored and addressed weekly. Any differentiation to instructional delivery or interventions will be discussed during grade-level meetings. Curriculum guides for each academic area will continue to be followed. With distance learning, The Lowell School will continue to monitor instructional delivery through our weekly meetings and make adjustments to scaffold learning as needed. To maintain compliance and accountability of instructional planning and implementation, teachers will verify daily assignment understanding and completion.

BUSINESS OFFICE PROCESSES

Our Business Office consists of accounts receivable, accounts payables, payroll, human resources, enrollment, communications, and student services. These services are essential to daily business and will continue to function as directed by the Executive Director while remaining in compliance with governmental regulations.