



LONGWOOD CSD 2020-2021  
HYBRID/DISTANCE LEARNING PARENT GUIDE



# Longwood CSD Hybrid/Distance Learning Parent Guide

The Longwood Central School District is committed to establishing a safe and healthy learning environment that provides all students with consistent educational experiences that both challenge and support each one of them as they strive to reach their full potential. This unwavering commitment has led to the adoption of both a hybrid learning model as well as a fully integrated distance learning model to best meet the needs of each of our students and families during this challenging time. The following guide is intended to provide our families with a clear understanding of the specific aspects of each model and how they integrate to ensure that all students remain on course toward reaching their educational goals.

## Overview

- All students** (hybrid and full distance) will have access to **live instructional time** with their teacher **daily**.
- Teachers will be utilizing live instructional time to address various classroom needs such as, direct instruction, small group instruction, academic intervention services, answering questions, explaining assignments, setting up groups for interactions between students at home through Google Meets/Docs, providing specific feedback, etc.
- Wednesdays** will be utilized for small group instruction, additional extra help, and assignment completion (Please note that staff will be engaged in professional development on Wednesdays as well).
- Individual teachers will share predictable daily and/or weekly schedules with important information (specific log-on times for students, assignment due dates, extra help hours, teacher contact information, etc.).
- Teachers will review their class schedule with students and answer any questions during the first week of school
- Children must check-in daily** with their teacher(s) in order to understand specific learning goals, seek specific feedback, ask questions, and receive individualized assistance as needed.
- Google Classroom and Google Meets will be utilized by teachers and students as a vehicle to organize and deliver instruction to students while they are at home.
- Attendance for students at home (hybrid and full distance) will be taken daily by their classroom teacher(s) therefore it is imperative that students are logging on to lessons and completing assignments daily.

## **Hybrid Model**

The Hybrid model of instruction includes both two days of in-person instruction and three days of distance learning for all students. During the three days of distance learning all students will have access to live interaction with their classroom teacher. Individual classroom schedules will be shared by your childrens' teacher(s) at the beginning of the school year.

- **Green Cohort: Last Name: A-K**
  - Monday and Tuesday: In-person learning
  - Wednesday, Thursday and Friday: Distance learning with live teacher contact
  - Direct student-teacher contact will be provided five-days a week
- **Gold Cohort: Last Name: L-Z**
  - Thursday and Friday: In-person learning
  - Monday, Tuesday and Wednesday: Distance learning with live teacher contact
  - Direct student-teacher instruction will be provided five-days a week
- **Wednesday:**
  - All students will participate in distance learning with an emphasis on teacher-student communication
  - Additional time for professional development for teachers and staff
  - Deep cleaning of buildings and facilities

### **Cohort Schedules**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Green Cohort Last Name = A-K</b>	<b>In Person</b>	<b>In Person</b>	<b>Distance Learning (All Students)</b>	<b>Distance Learning</b>	<b>Distance Learning</b>
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Gold Cohort Last Name = L-Z</b>	<b>Distance Learning</b>	<b>Distance Learning</b>	<b>Distance Learning (All Students)</b>	<b>In Person</b>	<b>In Person</b>

## **Full Distance Learning**

While we all know that there is no replacement for in-person instruction with the support of a dedicated Longwood teacher, we recognize that it may be possible that we are mandated to provide full distance learning for all students at some point over the course of the school year, and also support the decision of our families who have chosen to engage in this option immediately, due to health and safety concerns. Regardless of the model of instruction, Longwood stands strong in its commitment to provide each and every one of our students with a high quality education. With that in mind, Longwood has fully integrated our 100% distance learning option with our Hybrid learning model to ensure that all students receive an equitable learning experience.

## **Schedules**

**All schools in the District will be following their regular daily schedules** which will include the daily bell schedules of Longwood Junior High and Longwood High School. Teachers will forward more specific classroom schedules to students and parents during the first week of school.

Below you will find a few example daily schedules (M,T,TH,F) designed to give students and parents an idea of what a typical school day might potentially look like for hybrid students in school, hybrid students at home, as well as our full distance learners. Please keep in mind that the below schedules are only examples, and that each individual teacher will share their specific schedule with students and families as the school year begins.

## Sample K-6 Class Schedule

\*Please note that the below schedule is only an example of a potential classroom schedule to give students and parents an idea of what instruction might look like. Each individual teacher will share their specific schedule with students and families as the school year begins\*

Time	In school students will:	At Home students (both hybrid and 100% distance) will:
Times will vary by building and teacher	Breakfast / Do Now/Morning Meeting	Office hours / distance and remote student check-in/Morning Meeting
	Math lesson	Login to Google Meet/Google Classroom for live/ pre-recorded Math lesson
	Math: independent work / small group	Math: digital independent/group activities
	Brain Break	Brain Break
	In person & distance remediation / enrichment	Login into Google Meet for Live remediation / enrichment groups
	Special (Art, Music, Library, P.E.)	Login to Special (Art, Music, Library, P.E.)
	SS/Science -in person mini lesson	Login to Google Meet/Google Classroom for live/pre-recorded SS/Science lesson
	SS/Science- independent/small group work	SS/Science: digital independent/group activities
	Lunch/Recess	Lunch/Recess
	Reading Workshop- in person	Login into Google Meet for Reading
	Writing Workshop	Login to Google Meet/Google Classroom for live/ pre-recorded writing lesson
	Pack-up, brain break, ask questions	Clean-up, brain break, ask questions



## Sample 7-12 Student Schedule

\*Please note that the below schedule is only an example of a potential daily student schedule to give students and parents an idea of what instruction might look like. Each individual teacher will share their specific schedule with students and families as the school year begins\*

<b>Period</b> <i>(times vary by building)</i>		<b>In school students will:</b>	<b>At Home students (both hybrid and 100% distance) will:</b>
1 Art	Times will vary by building and teacher	Direct instruction	Login to Google Meet for direct instruction and/or important information/instructions
		Independent and collaborative work	Independent and collaborative work
2 English	Times will vary by building and teacher	Direct instruction	Log into Google Classroom to watch video lesson (pre-recorded by teacher)
		Independent and collaborative work	Independent and collaborative work (Google Meet with teacher at a common free time)
3 Social Studies	Times will vary by building and teacher	Watch video lesson (pre-recorded by teacher)	Login to Google Meet for direct instruction and/or important information/instructions
		Complete assigned independent work and/or work with assigned peers	Complete assigned independent work and/or work with assigned peers
4 Study Hall	Times will vary by building and teacher	Study Hall	Work on assignments/peer study group/ reach out to teachers to ask specific questions/seek feedback (Email, Google Classroom, Google Meets, Remind, etc.)

5 Math	Times will vary by building and teacher	Complete assigned independent work and/or work with assigned peers	Login to Google Meet for direct instruction and/or important information/instructions
		Direct instruction	Complete assigned independent work and/or work with assigned peers
6 Science	Times will vary by building and teacher	Direct instruction	Log into Google Classroom to watch video lesson (pre-recorded by teacher)
		Collaborative Lab activity	Login to Google Meet for collaborative Lab activity
7		Lunch	Lunch
8 Spanish	Times will vary by building and teacher	Direct instruction	Log into Google Classroom to watch video lesson (pre-recorded by teacher)
		Independent and collaborative work	Independent and collaborative work (Google Meet with teacher at a common free time)
9 P.E.	Times will vary by building and teacher	Direct instruction	Log into Google Classroom to watch video lesson (pre-recorded by teacher)
		Independent and collaborative work	Independent and collaborative work (Google Meet with teacher at a common free time)

## **Attendance**

All teachers will continue to take daily attendance for each student based upon where they are assigned to be for that day. Traditional attendance practices will be followed for students who are assigned to be present in a school building on any given day while students assigned to distance learning, both hybrid and full distance, will be required to check in on Google Classroom for attendance credit.

## **Extra Help**

Teachers will continue to offer extra help to all students each week. While specific times may vary by teacher, Wednesday's will have a particular focus on individual help and small group instruction.

## **Grading**

As always, student grades will be reflective of the degree to which they have demonstrated their mastery of the NYS learning Standards that guide the design of each individual subject and course. Students in all of our schools K-12 can expect to receive the regular school report card throughout the course of the school year.

## **Assignments**

The purpose of any assignment is to provide each student with the opportunity to demonstrate their understanding of a particular set of learning standards. Some assignments that would provide evidence of such understandings might include formative assessments, performance tasks, essays, Google Document activities, Google Forms assignments, responses to online videos and articles, reflections, research projects, IXL, GO Math, IReady, etc.

## **Important Message**

Please remember that what we are all about to embark on is new to each and every one of us. As with anything new this challenge we face will bring with it some definite obstacles and setbacks along the way. While we may not prove to be perfect as we embark on this journey together, each and every one of our teachers, administrators, and staff here in Longwood will continue to put forth their absolute best efforts to meet the needs of every child in the Longwood community. We ask that each of our families continue to work with us, as they always have, to provide the necessary patience and feedback to ensure that we grow stronger each day. Thank you all for your ongoing support and for being part of the Longwood PRIDE!



## **Guidelines for Conduct during Google Meets/Live Distance Instruction**

Parents/guardians must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a Distance learning session as the privacy and confidentiality of all participants is important. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in distance learning. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/ guardians, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the distance learning session.
2. Altering a videoconference session or any content presented during distance learning
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any video conference session, any part of a video conference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the distance learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school video conference session with anyone.
6. In the distance learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
  - a. Making inappropriate faces, gestures or comments
  - b. Displaying an inappropriate virtual background or profile picture
  - c. Projecting or displaying an inappropriate image
  - d. Bullying or cyberbullying of other students or the teacher.
7. In the distance learning environment, all students must comply in all respects with the Code of Conduct (Policy 5300). The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her building Principal to investigate and follow up accordingly with the student(s) and their parent(s)/ guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

### **III. RULES OF ETIQUETTE and PROCEDURES**

General rules of etiquette that students should follow when participating in an online learning session include the following:

1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencils and paper should be at hand to use, as needed.
2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning

session. Once the online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the "room".

7. Students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.

8. Where applicable, students will be admitted to the "waiting room" and their teacher then will individually admit students into the online learning session.

9. Students should be entering the online learning session with their microphones on "mute". If a student would like to speak, has a question, or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.

10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.

11. At the teacher's discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite and should utilize proper spelling and grammar.

12. If technical assistance is needed, teachers or students should contact the School District's administrative offices.

## Glossary

**Brain Break:** Brain breaks are mental breaks designed to help students stay focused and attentive. The brain breaks get students moving to carry blood and oxygen to the brain.

**Device:** A computing device, such as a laptop, desktop, Chromebook, iPad, or full-size tablet. Phones and mini-tablets are not sufficient devices for learning purposes.

**Direct instruction:** Explicit teaching of a skill-set using lectures or demonstrations of the material to students. Direct instruction is a teacher-directed teaching method. The teachers give explicit, guided instructions to the students. Using direct instruction is effective when it suits the skill students have to learn.

**Distance learning:** Instruction that takes place outside of the school building while the students are not in attendance at the school.

**Hybrid (blended) model:** A combination of in-person and distance learning.

**In-person instruction:** Instruction that takes place with students in attendance at the school building.

**Live instruction:** An educational program delivered in a classroom setting or through videoconferencing whereby the instructor and student carry out essential tasks while together. **Students have the opportunity to interact with their teacher(s).**

**Live streaming:** A streamed video is sent over the Internet in real-time, without first being recorded and stored. This format allows students to listen and watch classroom instruction, however, **there is no opportunity for interaction.**

**Restorative Practices:** Processes and approaches designed to build community and meaningful relationships, develop shared values, help students better understand their behavior, how it impacts themselves and others, and ultimately to use that self- and social awareness to repair damage caused to relationships as a result of inappropriate behavior.

**Social-Emotional Learning (SEL):** The Collaborative for Academic, Social, and Emotional Learning (CASEL) defines SEL as, “the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.”

