



# NEW HARTFORD PUBLIC SCHOOLS

ANN ANTOLINI • BAKERVILLE • NEW HARTFORD ELEMENTARY

## NEW HARTFORD PUBLIC SCHOOLS DISTANCE LEARNING PLAN

### PARENT CHOICE OPTION

#### Purpose

Distance learning will be utilized to provide ongoing instruction for students whose families opt out of in-person learning. This guide is intended to provide expectations for parents, staff, and students for distance learning.

It is important to note that distance learning cannot replicate the learning that occurs face-to-face in a classroom and will require daily support from families. The goal is to keep all students moving forward whether they attend school in person or through distance learning. Families who choose the distance learning track for their children will need to work cooperatively with the school to ensure that their children are utilizing distance learning consistently each day. The mutual commitment between the family and school is an essential component in the success of the distance learning option.

#### Instruction

In order to maintain consistency in instruction, students learning from home will follow a similar schedule to their peers who are in school. A daily/weekly schedule will be provided to families to ensure that students are able to participate in all live minilessons. A sample schedule can be found at the end of this document.

Students will be expected to join through a *Google Meet* link each morning at approximately 8:45. Teachers will live stream morning meetings, reading, writing, math, science, and social studies mini lessons. Live streaming will be muted at times throughout the day, including when a teacher is meeting with individual students or in a small group, when the class leaves the room, and during lunch and recess. During this time, your child will work independently on their assignments or take a break.

Some special areas will also live stream instruction. This will depend on the special and the unit that is being taught. When live streaming of specials is not possible, alternate instruction will be provided.

Students who have IEPs (Individualized Education Plans) and 504 Plans will receive services in accordance with their individual plans. Communication regarding the plan for each student will be made through the case manager.

### **Assessment and Grading**

Curriculum-based assessments, formative assessments, and screening tools will continue to be used throughout the school year. Students who are learning from home will be assessed and graded just like their in-person peers. Classroom teachers will coordinate individual times as needed.

### **Materials**

The district will provide each student with a Chromebook. In addition, students will receive math manipulatives, math books, and other resources that will be necessary to support their learning from home. Information about when to pick up these materials will be sent at a later date.

### **Communication**

Families will continue to receive all communication that the district sends out, including emails and Friday Folders. You may contact your child's classroom teacher or building principal if you have any questions related to distance learning. All technology-related questions will go through the technology department. Please see details in the technology section.

### **Attendance**

Your child is expected to join their class daily. Daily attendance will be monitored through the application GoGuardian. If your child is sick, please call your school nurse in the morning.

Antolini--Christine Holland: 860-489-4169

Bakerville--Marie Kitch: 860-482-0288

New Hartford Elementary--Marie Bate: 860-379-0713

### **Transition Back to In-Person Learning**

Families who elect to start with distance learning will have the option to switch to in-person learning at any time. Please notify your building principal one week in advance so that arrangements can be made to transition your child back into school. Switching

from in-person instruction to distance learning or distance learning to in-person instruction will only be allowed once per marking period.

### **Technology Use**

The district will provide every student with a Chromebook, which will be used for all distance learning activities. Every student will sign an acceptable use policy form whether they are attending in-person or through distance learning. We expect that students will abide by these guidelines for responsible use even though they will be learning from home. Student devices and student Google accounts are to be used for educational purposes only, and student accounts will be monitored using an application called GoGuardian.

A help desk will be available for families that encounter problems with technology. Parents will be able to connect with a member of the technology staff for any questions or problems with technology. Additional information regarding how to access the help desk will be forthcoming.

### **Sample Schedule**

The next page shows a sample schedule. The schedule for each classroom will vary. The schedule for the day or the week will be posted on each teacher's Google Classroom.

#### **SAMPLE SCHEDULE**

	<b>In-Person Learning</b>	<b>Parent-Choice Distance Learning*</b>
8:30-8:45	Unpacking/Check In	Offline
8:45-9:00	Morning Meeting	Students log in at 8:45, participate in morning meeting

9:00-9:45	Special	Some specials will be live streamed; if not, an alternate activity will be provided for students at home
9:45-10:00	Snack/Break	Offline
10:00-10:15	Math Mini Lesson	Students log in to watch the mini lesson, ask questions
10:15-10:50	Math Independent/ Partner Work	Students work on independent math work; Teacher may check in with students
10:50-11:00	Math Closure	Students watch/participate in the closure
11:00-11:10	Break	Offline
11:10-11:45	Science/Social Studies	Students log in to watch/participate in the lesson
11:45-12:55	Lunch/Recess/ Bathroom Break	Offline
12:55-1:20	Read Aloud and Reading Mini Lesson	Students log in to watch/participate in the lesson
1:20-1:50	Independent and Small Group Reading; Conferring	Students work on independent reading; Teacher may check in with students
1:50-2:00	Reading Closure	Students watch/participate in the closure
2:00-2:10	Break	Offline
2:10-2:20	Writing Mini Lesson	Students log in to watch/participate in the lesson
2:20-2:45	Independent Writing; Conferring	Students work on independent writing; Teacher may check in with students
2:45-2:55	Writing Closure	Students watch/participate in the closure
2:55-3:00	Pack Up and Dismissal	Offline

\*This schedule only applies to parent-choice distance learning that occurs when the district is offering full in-person learning. If the district switches to a hybrid model or a full distance learning model, the schedule for instruction will change.