

HANCOCK CENTRAL SCHOOL DISTRICT **Wildcat Reset**

Plan for Remote Instruction

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Hancock Central School District

The Wildcat Pledge: We nurture and empower each learner's unlimited capacity to become a responsible citizen with a promising future.

Our Vision: Striving for excellence as an innovative, advanced and reflective school community.

Core Beliefs:

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Table of Contents

Introduction	1
Instructional Schedules for Remote Learning	2
PreK-2	
Grades 3-4	
Grades 5-6	
Grades 7-8	
Grades 9-12	
Technology for Remote Learning	5
Guidance Protocols	6
Roles and Responsibilities during Remote Instruction	
Technology for Learning	
Equity of Access to Internet Connection	
Wednesday Schedule	
Procedures	10
Student Attendance	
Distribution of Student iPads and Chromebooks	

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Introduction

The Hancock Central School District recognizes that school closure as a result of COVID-19 has led to learning loss and greater awareness of the digital divide. Now is the time for the district to take steps to address these issues and plan for optimal teaching and learning during the 2020-21 school year. Simply going back to what formerly was would be a missed opportunity for innovation and likely ineffective, given that future disruption is highly possible.

Effective planning for learning recovery and entry into the next grade-level curriculum means staying grounded in the instructional core, how *students* and *teachers* engage with the *content*. That includes a system of balanced assessments to diagnose student learning loss and inform placement and teacher practice, adaptations to the instructional units and lessons, access to digital technology to support flexible instructional delivery models, as well as teacher training. Consideration must be given to the needs of at-risk and special populations who may have limited access to education due to lack of access to technology and wrap-around services.

Remote instruction will be provided synchronously (in real time) via doc cam from each teacher's classroom to each student's district-provided device (PreK-1 iPad; 2-12 Chromebook) according to the instructional schedules on the next pages. Asynchronous learning opportunities (accessible at any time) will be available using one of two standard learning management system (PreK-2 Seesaw; 3-12 Schoology).

Students will receive live, direct instruction on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesday of each week, students will have self-directed tasks to complete on Seesaw or Schoology. Teachers will be available during office hours on Wednesdays to provide extra support for students who have questions or need extra time.

Student attendance in remote learning is mandatory per New York State Education Department regulations. Teachers will record students' attendance (participation) in the doc cam instruction on Mondays, Tuesdays, Thursdays, and Fridays. Wednesday attendance is indicated by a student's engagement through Seesaw or Schoology (task completion). In the event of lack of access to the remote instruction, the teacher/designated district representative must be contacted so that the district can provide remediation of the situation. The teacher will log the request for technical remediation and keep a running record.

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Instructional Schedules for Remote Learning

The instructional blocks of time for each subject indicate only the minutes of direct, synchronous teacher instruction between 8:00 am and 2:30 pm. Students will spend additional time completing tasks and practicing skills independently. The schedules do not reflect necessary breaks or lunch. Teams of teachers at each grade level will establish viable schedules for students.

K- 2 Remote

Monday	Tuesday	Wednesday	Thursday	Friday
ELA-NYS modules inclusive of Science/S.S. 15 minutes	ELA 15 minutes	Meal Delivery Point of Contact What I Need (WIN) intervention/extension	ELA 15 minutes	ELA 15 minutes
Writing 15 minutes	Writing 15 minutes		Writing 15 minutes	Writing 15 minutes
Math 30 minutes	Math 30 minutes		Math 30 minutes	Math 30 minutes
Art/Music 15 minutes	PE 15 minutes		PE 15 minutes	Computers/Library 15 minutes
Extra SEL 15 min	Extra SEL 15 min		Extra SEL 15 min	Extra SEL 15 min

Grades 3 & 4 Remote

Monday	Tuesday	Wednesday	Thursday	Friday
ELA 20 minutes	ELA 20 minutes	Meal Delivery Point of Contact What I Need (WIN) intervention/extension	ELA 20 minutes	ELA 20 minutes
Writing 10 minutes	Writing 10 minutes		Writing 10 minutes	Writing 10 minutes
Math 30 minutes	Math 30 minutes		Math 30 minutes	Math 30 minutes
Art/Music/SEL 15 minutes	PE/SEL 15 minutes		PE/SEL 15 minutes	H & C/Comp/Lib/SEL 15 minutes
Science 15 minutes	Science 15 minutes		Social Studies 15 minutes	Social Studies 15 minutes

Grades 5 & 6 Remote

Monday	Tuesday	Wednesday	Thursday	Friday
ELA 20 minutes	ELA 20 minutes	Meal Delivery Point of Contact What I Need (WIN) intervention/extension	ELA 20 minutes	ELA 20 minutes
Math 20 minutes	Math 20 minutes		Math 20 minutes	Math 20 minutes
Science 10 minutes	History 10 minutes		Science 10 minutes	History 10 minutes
Chorus 10 minutes	Band 10 minutes		Chorus 10 minutes	Band 10 minutes
PE 10 minutes	Elective 10 minutes		PE 10 minutes	Elective 10 minutes
Elective 10 minutes	Elective 10 minutes		Elective 10 minutes	Elective 10 minutes

Grades 7 & 8 Remote

Monday	Tuesday	Wednesday	Thursday	Friday
ELA 25 minutes	ELA 25 minutes	Meal Delivery Point of Contact What I Need (WIN) intervention/extension	ELA 25 minutes	ELA 25 minutes
Math 25 minutes	Math 25 minutes		Math 25 minutes	Math 25 minutes
Science 25 minutes	Science 25 minutes		Science 25 minutes	Science 25 minutes
Social Studies 25 minutes	Social Studies 25 minutes		Social Studies 25 minutes	Social Studies 25 minutes
Grade 7 Health Grade 8 Spanish 25 minutes	Grade 7 Health Grade 8 Spanish 25 minutes		Grade 7 Health Grade 8 Spanish 25 minutes	Grade 7 Health Grade 8 Spanish 25 minutes
Chorus 20 minutes	Band 20 minutes		Chorus 20 minutes	Band 20 minutes
PE 20 minutes	Elective 20 minutes		PE 20 minutes	Elective 20 minutes
Elective 20 minutes	Elective 20 minutes		Elective 20 minutes	Elective 20 minutes

Grades 9-12 Remote

Monday	Tuesday	Wednesday	Thursday	Friday
ELA 25 minutes	ELA 25 minutes	Meal Delivery Point of Contact What I Need (WIN) intervention/extension	ELA 25 minutes	ELA 25 minutes
Math 25 minutes	Math 25 minutes		Math 25 minutes	Math 25 minutes
Science 25 minutes	Science 25 minutes		Science 25 minutes	Science 25 minutes
History 25 minutes	History 25 minutes		History 25 minutes	History 25 minutes
Spanish 25 minutes	Spanish 25 minutes		Spanish 25 minutes	Spanish 25 minutes
Chorus 20 minutes	Band 20 minutes		Chorus 20 minutes	Band 20 minutes
PE 20 minutes	Lab 20 minutes		PE 20 minutes	Lab 20 minutes
Elective 25 minutes	Elective 25 minutes		Elective 25 minutes	Elective 25 minutes

All PreK-12 curriculum and instruction are aligned to the most current NYS Learning Standards, and secondary instruction is focused on meeting all Regents/program requirements for all students.

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Technology for Remote Learning

To ensure clarity and consistency for teachers, students, and families, remote instructional delivery of the prioritized curriculum will be electronic, using Seesaw, Schoology, doc cams, Microsoft Teams or Zoom. Teachers of K-2 will use the Seesaw Learning Management System. Teachers of Grades 3-12 will use the Schoology Learning Management System.

The HCSD Tech Department (607-766-3800) will support the use of Seesaw and Schoology. Students and families can access technology training for both learning management systems via Broome-Tioga BOCES at <https://sites.google.com/btboces.org/scricplic-online-instruction-g/home?authuser=0>.

The district's 1:1 device purchasing is complete, and each student will be issued a district-owned device at the start of the school year for use at home. Students in Grades PreK-1 will receive iPads; students in Grades 2-12 will be issued Chromebooks.

Each student/family will be provided with a point-of-contact teacher who will communicate weekly on Wednesday to monitor access to tech devices and internet connectivity, and review student attendance and participation/engagement in virtual classroom instruction, task completion, phone and email communication. Special education teachers will work with students and parents to document weekly instructional minutes and student progress toward IEP/504 plan goals.

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Wildcat Reset: Continuity of Instruction Guidance Protocol (#2) **Roles and Responsibilities during Remote Instruction**

Students:

1. Students will participate in learning and interact with their teacher(s) daily. Attendance and participation will be monitored.
2. Students/parents and families will notify the teacher when they are unable to engage in any day's learning. Make-up assignments or extra time and help will be provided.
3. Students needing extra time and instruction may request assistance on Wednesday of each week during the 4-day hybrid/remote schedule.
4. Student work must be submitted electronically using Seesaw, Schoology, or other format approved by a building administrator.
5. Internet is available to students who do not have access. Options include: the Hancock Telephone Company, community businesses offering free Wi-Fi, the Hancock Community Education Foundation's After-School Program, and synchronized hot spot connectivity with administrative approval in a designated district parking lot.
6. Students must use their school email account to communicate with any HCSD staff.
7. Students will demonstrate digital etiquette and citizenship according to the district Code of Conduct.

Teachers:

1. Teachers are essential workers and are available to students/families five days per week.
2. Student participation/engagement/attendance will be recorded daily.
3. Weekly family contact will be made by the point-of-contact teacher. Families will be notified after 5 days of absence/disengagement each week. Students may be referred to the Student Support Team.
4. Students will receive all instructional materials electronically via Seesaw, Schoology, or school email.

Parents/Families:

1. Families provide coaching, encouragement, and support for students' learning.
2. Families will ensure their students attend/participate in instruction daily.
3. Families may contact any of their children's teachers during regular school hours.
4. Seesaw, Schoology, and email are used to contact teachers outside of the school day.
5. Parents and family members are not expected to teach new content. They are guides, providing time and structure for student focus. Teachers must be notified at any time a student is struggling with the learning task. Learning/understanding incorrectly requires up to three times as long to "unlearn" and reteach/relearn.

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Wildcat Reset: Continuity of Instruction Guidance Protocol (#3)

Technology for Learning

Students in Grades PreK-1 will be issued district-owned iPads, a charger, and one set of headphones. The iPads and accessories should remain at home for remote learning at any time.

Students in Grades 2-12 will be issued district-owned Chromebooks, a charger, and one set of headphones. Students in Grades 2-6 will keep the Chromebooks/accessories at home, ready for use in remote learning. Students in Grades 7-12 will transport the Chromebooks to and from home to school daily. Chromebooks should be fully charged before school each day. Chargers and headphones must be left at home; the district has charging stations if needed.

Students will be instructed in use of the Seesaw (PreK-2) or Schoology (Grades 3-12) both of which are Ed Law 2D compliant.

Students will learn and demonstrate developmentally appropriate digital citizenship and online etiquette in accordance with the district's Code of Conduct.

If tech support is needed, the student or parent should call: 607-766-3800. If tech repair is needed, the student or parent should notify the building principal. Students will be issued one set of headphones; if lost or damaged, the headphones will not be replaced.

All devices will be returned to the district when requested for cleaning, repair, and maintenance.

Parents/Families:

Parents and family members can provide support and encouragement for electronic learning.

- Remind students to handle devices with care and to protect the headphones and charger.
- Provide an appropriate, quiet area for your child's school time at home.
- Monitor your child's use of the internet.
- Keep a record of log in information.
- Access short training videos for using Seesaw and Schoology through the Broome-Tioga BOCES: : <https://sites.google.com/btboces.org/scricplic-online-instruction-g/home?authuser=0>
- Monitor the communication from teachers to help your child schedule the timely completion of tasks.
- Use email, Seesaw, or Schoology to message teachers.

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Wildcat Reset: Continuity of Instruction Guidance Protocol (#4) **Equity of Access to Internet Connection**

- HCSD will provide internet connection for any students without access.
- Students/families new to the district should contact the building principal. The Technology Department, partnered with the Hancock Telephone Company, will assess the family's service area and provide available options for connection.
- If a student loses internet connection after the start of the academic year, the building principal must be notified by the student, the family, and/or teachers of the student. The Technology Department, partnered with the Hancock Telephone Company, will provide the available options for re-connection.
- Community sites (Town Square, McDonalds) offer free Wi-Fi.
- HCSD will provide synchronous hot spots available in a designated district parking lot with administrative approval and scheduling.
- Students in the Hancock Community Education Foundation's After-School Program will have access to the internet and time and support to complete learning tasks.
- HCSD will partner with the home district(s) of non-resident students to provide options for internet access.

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Wildcat Reset: Continuity of Instruction Guidance Protocol (#5)

Wednesday Schedule (for 2+1+2 In-person, Remote or Hybrid Instruction)

8:15-9:00 am	Planning and Preparation
9:00-10:00 am	Teacher Office Hours/Student and Family Contact
10:00-11:30 am	Professional Development Student Support Team Meetings
11:30 am-12:00 pm	Lunch
12:15-1:15 pm	Teacher Office Hours/WIN (What I Need Intervention/Extension)
1:15-2:30 pm	Collaboration for Success: curriculum, instruction, and assessment planning
2:30-3:30 pm	Teacher Office Hours/WIN (What I Need Intervention/Extension)

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Wildcat Reset: Implementation Procedures **Attendance Procedure for In-Person/Hybrid Learning**

1. Teachers will take attendance using SchoolTool every period that they have students.
2. Virtual students will also have their attendance taken using SchoolTool. Students that have not logged into their virtual class by 8:05 AM should be marked absent in SchoolTool.
3. If virtual or in-person students arrive late to class (after 8:05 AM or the start of a class period), the teacher should notify the health office of tardiness, and change the attendance code in SchoolTool from absent to tardy.
4. Health office will call home for all absences – in-person and virtual to determine reason.

Attendance Procedure for Remote Learning

1. Teachers will record attendance at the beginning of each class. A student must be logged into virtual instruction at that time to be counted in attendance. Students who log in after the start of class will be marked tardy.
2. All attendance records are maintained by the teacher in SchoolTool.
3. Chronic absenteeism or tardiness will be documented and referred to the building attendance officer and building administrator.

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Wildcat Reset: Implementation Procedures

Distribution of Chromebooks and iPads

1. The HCSD Technology Department will inventory HCSD devices.
2. Class lists for PreK-12 will be provided to the Technology Department to permit bundling of devices for distribution.
3. In PreK-Grade 6, devices will be bundled with headphones and a charger. Devices will be assigned to individual students by the classroom teacher who will record the inventory tag number of the assigned device/materials on a class roster.
4. Following classroom lessons/training, PreK-Grade 6 students will be directed to leave devices, headphones and chargers at home for use in remote/virtual learning and to minimize potential damage in daily transport.
5. For students in Grades 7-12, a schedule for pickup of devices will be available prior to the start of school. For students unable to pick up their device prior to the start of school, the device bundles will be distributed in Social Studies classrooms. Devices will be assigned to individual students by the classroom teacher who will record the inventory tag number of the assigned device/materials on a class roster.
6. Students in Grades 7-12 will transport devices to/from home/HCSD daily.
7. Students in Grades 7-12 will be directed to charge devices overnight while at home.
8. A limited number of chargers should be available for emergencies during the school day for Grades 7-12.
9. All class rosters with device inventory tag information will be returned to the building administrator with copies provided to the HCSD Technology Department.