

**Croton-Harmon Union Free School  
District**



**Remote Learning  
Plan  
2020-21**

Carrie E. Tompkins Elementary School (CET)  
Pierre Van Cortlandt Middle School (PVC)  
Croton-Harmon High School (CHHS)

## Remote Learning Model

In this model, all Croton-Harmon students will attend school remotely and do not report to the school building. Students will follow a remote instruction schedule that mirrors an in-person schedule with specific scheduled times throughout the day. Remote instruction will provide a combination of live and asynchronous instruction provided by the teacher. Students will engage in substantive interactions with teachers and peers. Principals will be communicating with students/parents about the Remote Learning Model and schedule. Where appropriate, principals will be meeting with student groups to share the schedule.

All students will be expected to:

- Attend each class virtually in its entirety and utilize their camera for the class duration or they may be marked absent by the teacher

- Participate in all classroom discussions and be ready to answer teacher questions

- Complete and submit assignments as directed

- All attendance information will be documented utilizing the school's student information system (SIS) and families will have access to attendance data through the SIS.

- Use technology appropriately as outlined in the District's Acceptable Use Policy (AUP) and adhere to the District's Code of Conduct

All Grades:

A full-time distance learning option will be available for medically fragile students at all grade levels. It is our intent to expand this offering to all students should families feel that this is an appropriate option. Although the guidance is unclear in this area, we will proceed with our planning for this option, unless we receive information from NYSED or an Executive Order that prevents us from offering this remote plan.

Our draft schedules can be viewed at the end of this document. Classes will have a set time and students will follow a schedule. The elementary schedule at Carrie E. Tompkins Elementary School indicates synchronous learning shaded in green. Students will log on and meet with their teachers during those times for instruction. Students will also have time to work independently during the day and may be using asynchronous resources at those times. At Pierre Van Cortlandt Middle School and Croton-Harmon High School, we will have synchronous lessons following a schedule each day. These live learning sessions will follow a specific time schedule. They are designed to meet with half of a class and other times to meet as an entire class.

Therefore, each day students will have live interactions with their teacher. Students will also be assigned independent work and may use asynchronous resources as well.

### Numbers of Students

The district has conducted numerous community meetings either through additional board of education meetings or separate community meetings. We have also created several surveys. In our last survey, we asked families to share their comfort level with returning their students to in-person instruction. Based on this survey day, which of course could change based on the COVID-19 status as we move towards the end of August, over 30% of students may avail themselves of the remote model of instruction.

### Technology & Internet

It is the goal of the district to provide all students and faculty with their own device for remote learning/instruction.

All devices will be specifically assigned to an individual and distribution information will be logged.

School personnel will coordinate and schedule distribution of and collection of devices that follow social distancing guidelines

Students and faculty will be provided with appropriate protocols and procedures for utilizing district issued devices including the signing of the District's Acceptable Use Policy (AUP).

Internet safety guidelines and digital citizenship will be reviewed with all students. Students are not permitted to record live lessons.

The district Re-entry Task Force surveyed families to determine access to equipment and the internet. The results of the surveys were used to inform the district as to steps to put into place moving forward. Survey questions included but were not limited to:

Does your child have exclusive use of their own device? (A "device" for Remote Learning purposes should be a PC, laptop, or tablet. A smartphone for this survey does not qualify as a device)

Does your child only have access to a device that is shared with other family members?

Does your child have "all the time" access to the internet at a sufficient level to participate in all learning activities at home?

Are you lacking sufficient internet access at home?

If you do not have sufficient internet access at home, what is the primary reason?

Survey results allowed the district to create a structure that would promote equity across the district.

All students in Kindergarten through 8th grade will be given a personal device to access all their school work whether at home or in schools.

All students in grades 9-12 will be offered the option to “use their own device.” For students who choose not to use their own device, a district chromebook will be assigned to them.

Additionally, the district has contracted with a local internet provider to purchase MiFi’s for student use. A MiFi is a wireless router that acts as a mobile Wi-Fi hotspot for students to use at home..

All students will have a device to use and if needed Internet access provided. Building principals will assess if students have additional needs during the remote or hybrid learning model.

### **Support for Students/Families**

All students/families will be provided with documentation on how to use and care for chromebooks. All students will be held accountable with the district Acceptable Use Policy and it will be reviewed with all students at the opening of school.

Additionally the district will be hosting a “how to” website with a video library that students can access at any time if they have questions about how to use district software..

The district also has opened a student help desk for support.

### **Support for Teachers/Staff**

Throughout the summer, teachers have been invited to Professional Development modules on teaching and learning through the various models listed in the Instructional Section of this document..

Teachers have access to a Professional Development website with technology linked to the district website showcasing videos to help support their teaching.

Teachers have access to a web-based help desk 24/7 to support their needs.

### **Protecting Student Data**

To ensure compliance with New York State Ed Law 2D and the recent Part 121 regulation, the district is reviewing all digital tools, platforms and resources to assess that they are in compliance with all Federal and State laws related to student technology use.

A reduced slate of solutions is being deployed for teachers and student use in the district.

# IF A STUDENT OPTS FOR REMOTE LEARNING IN LIEU OF IN-PERSON LEARNING:

## EXAMPLE REMOTE OPTION FOR CET

DAILY SCHEDULE, MONDAY-FRIDAY				
KINDERGARTEN	1ST GRADE	2ND GRADE	3RD GRADE	4TH GRADE
Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15	Morning Meeting 8:00-8:15
ELA/SS 8:20-10:00	ELA/SS 8:20-10:15	ELA/SS 8:20-8:40	ELA/SS 8:20-9:45	Math/Sci 8:20-9:25
WIN 10:05-10:35		Specials 8:45-9:25		Specials 9:35-10:20
LUNCH 10:40-11:30	Math/Sci 10:15-11:25	ELA/SS 9:30-10:50	Math/Sci 9:55-10:15	Math/Sci 10:30-10:55
Math/Sci 11:30-12:35	LUNCH 11:30-12:20	Math/Sci :10:50-12:20	Specials 10:25-11:10	ELA/SS 11:00-12:30
Specials 12:45-1:30	WIN 12:30-1:00	LUNCH 12:20-1:10	Math/Sci 11:15-12:25	
Math/Sci 1:35-2:00	Math/Sci 1:00-1:30	WIN 1:15-1:45	LUNCH 12:25-1:15	WIN 12:30-1:00
Afternoon Wrap-up 2:00-2:20	Specials 12:45-1:30	Math/Sci	WIN 1:15-1:45	LUNCH 1:00-1:50
	Math/Sci 1:35-2:00			
Afternoon Wrap-up 2:00-2:20	Afternoon Wrap-up 2:00-2:20	Afternoon Wrap-up 2:00-2:20	Afternoon Wrap-up 2:00-2:20	Afternoon Wrap-up 2:00-2:20

## EXAMPLE REMOTE OPTION FOR PVC

	Remote Learning Schedule		Remote Learning Schedule		REMOTE FOR ALL	Remote Learning Schedule		Remote Learning Schedule	
	MONDAY		TUESDAY		WEDNESDAY	THURSDAY		FRIDAY	
	5th Grade	6th Grade	5th Grade	6th Grade		5th Grade	6th Grade	5th Grade	6th Grade
Period 1 8:00-8:45*	Learning Lab		Learning Lab		8:30-8:45 VIP Period 1	Learning Lab		Learning Lab	
Period 2 8:47-9:31*	ELA/Math		ELA/Math		8:50-9:10 Advisory	ELA/Math		ELA/Math	
Period 3 9:33-10:17*					9:15-9:30 VIP Period 2				
Period 4 10:19-11:03*	LUNCH		LUNCH		9:35-9:50 VIP Period 3	LUNCH		LUNCH	
Period 5 11:05-11:48*	Science/ Social Studies	Special or World Lang.	Science/ Social Studies	Special or World Lang.	9:55-10:10 VIP Period 4	Science/ Social Studies	Special or World Lang.	Science/ Social Studies	Special or World Lang.
Period 6 11:50-12:33*	Special or World Lang.	Science/ Social Studies	Special or World Lang.	Science/ Social Studies	10:15-10:30 VIP Period 5 or 9	Special or World Lang.	Science/ Social Studies	Special or World Lang.	Science/ Social Studies
Period 7 12:35-1:18*	7th Grade	8th Grade	7th Grade	8th Grade	10:35-10:50 VIP Period 6 or 9	7th Grade	8th Grade	7th Grade	8th Grade
Period 8 1:20-2:04*	WL or Lab	Specials A	WL or Lab	Specials A	10:55-11:10 VIP Period 7 or 9	WL or Lab	Specials A	WL or Lab	Specials A
Period 9 2:06-2:50*	Lab or WL	Specials B	Lab or WL	Specials B	11:15-11:30 VIP Period 8	Lab or WL	Specials B	Lab or WL	Specials B
	Specials A	WL or Lab	Specials A	WL or Lab	11:35-12:20 Lunch	Specials A	WL or Lab	Specials A	WL or Lab
	Specials B	Lab or WL	Specials B	Lab or WL	12:25-1:25 Teacher Meetings/PD	Specials B	Lab or WL	Specials B	Lab or WL
	Academic A		Academic A		1:30-2:50 Individual appointments, special programs, extra-curricular	Academic A		Academic A	
	Lunch	Acad. A	Lunch	Acad. A		Lunch	Acad. A	Lunch	Acad. A
	Acad. A	Lunch	Acad. A	Lunch		Acad. A	Lunch	Acad. A	Lunch
	Academic B		Academic B			Academic B		Academic B	
	Academic B		Academic B			Academic B		Academic B	

EXAMPLE REMOTE OPTION FOR CHHS

	REMOTE at home	REMOTE at home	Remote Learning for all Students	REMOTE at home	REMOTE at home
	MON	TUES	WED	THURS	FRI
8:10-9:21	Per 1 Live	Per2 Live	8:00-8:15 VIP Period 1	Per 1 Live	Period 2
			8:20-8:35 VIP Period 2		
	Transition	Transition	8:40-8:55 VIP Period 3	Transition	Transition
9:31-10:42	Per3 Live	Per4 Live	9:00-9:15 VIP Period 4	Per3 Live	Per 4 live
			9:20-10:20 Counselor appointment times +Croton Connections Check-ins		
	Transition	Transition	10:25-10:40 VIP Period 5	Transition	Transition
10:52-12:58	Per5A Live - 10:52- 12:03	Per6A Live - 10:52- 12:03	10:45-11:05 VIP Period 6	Per5A Live - 10:52- 12:03	Per6A Live - 10:52- 12:03
	Transition	Transition	11:10-11:25 VIP Period 7		
	Per5b Live - 11:47-12:58	Per6b Live - 11:47 - 12:58	11:30-11:45 VIP Period 8	Per5b Live - 11:47-12:58	Per6b Live - 11:47 - 12:58
			11:45-12:00 Virtual CHAP (B weeks only)		
12:58-1:08	Transition	Transition	12:00-12:45 Lunch	Transition	Transition
1:08-2:20	Per7 Live	Per8 Live	12:45-1:45 Teacher Meetings/PD	Per7 Live	Per8 Live
			1:45-3:00 Individual appointments, special programs, extra curricular		
2:20-3:00					

