

Whitesville Central School

Pandemic Continuity of Education Handbook

COVID-19, Spring 2020 Edition

Updated May 12, 2020

A Guide for Students, Parents and Teachers

WCS HOME BASED LEARNING GUIDELINES

During periods of extended school closure, **Whitesville Central School District** will ensure a continuity of learning through home-based curriculum designed to provide meaningful learning opportunities for our students.

Our goal is to maintain positive relationships and a sense of “school” while supporting the social and emotional needs of our students during the pandemic.

Through these efforts, WCS will provide instruction utilizing a variety of digital platforms as well as hard copy instructional packets to ensure equal access for all students. Routine communication will occur between classroom teachers and students/families to provide educational support as needed and/or until a return to campus is possible.

Teacher Roles and Responsibilities

- Provide instruction (new content and enrichment) and support all student learning via digital platforms and/or through hard copy packets.
- Provide routine (weekly) communication with students and families to provide academic support and feedback.
- Respond to student/parent questions/concerns in a timely manner.
- Fairly monitor progress and provide feedback as appropriate or as the situation allows.

Special Area Staff

- **Special Education Teachers:**
 - will continue to support students on their assigned caseload.
 - will continue to collaborate with their cooperating teachers to ensure equitable access to instruction.
 - To the extent possible, Special Education teachers will continue to support the Individual Education Plan for each student.
- **Specialists & Interventionists:** (RtI, Speech and Language, Occupational Therapy and Physical Therapy)
 - will develop a distance learning instructional plan to meet the needs of each individual student on their caseload.
 - Specialists and interventionists will structure communication plans to work with students and parents.
- **Counselors & Social Worker:**
 - should focus on the academic progress and social-emotional well-being of students during online learning.

- may need to advocate for modified online learning expectations for students who are unable to advocate for themselves.
- Teachers may contact counselors and/or social worker if a student needs social or emotional support, and the counselors will follow up as necessary.
- Counselors are available to families and students to offer assistance with the challenges of online learning and will respond and support as much as they can from afar for other low-level social/ emotional needs. High School Counselors will continue to support during the post-secondary admissions process. Counselors should clearly communicate to all students their availability to connect if students are sad, overwhelmed, frustrated, or confused.
- Counselors will be available to staff to confer about student progress.
- **Nurses:**
 - will continue to support the physical well-being of our students during online learning.
 - will continue to stay informed and participate in updates on the emerging developments which may impact our school community.
 - will medically clear students for sports.
 - will consult with families regarding school attendance parameters and specific needs.

Student Roles and Responsibilities

- Complete and submit new content and/or enrichment activities as provided by classroom teachers.
- Engage and participate with the classroom teacher and/or class peers through a variety of methods (online or via telephone) to promote a continuity of learning.
- Respond to WCS attempts to communicate and “check in.”
- Monitor school-related news outlets such as the school website, newsletter, Facebook page, and school email.
- Remain physically active outside the expectations from your PE teachers. Get outside / exercise whenever possible!
- Keep an open mind about what constitutes learning during this time away from school. This is an opportunity to pursue hobbies and skills at home, growing in ways we cannot replicate at school.

Family Roles and Responsibilities

- Provide a safe, supportive and nurturing environment that promotes student growth and learning.
- Provide a quiet place / time for children to work free from distractions.
- Remind students to remain balanced in their daily activities, such as spending time on school work, physical activity, leisure time, reading and family time. A daily schedule assigning hours to each of these expectations may help keep children active and productive.
- Communicate with teachers, administrators and other staff as it pertains to the educational program and well-being of their child/children, especially in the event of concerns.
- Encourage students to put forth their best effort with attention to detail on school assignments.
- If a student is frustrated, remind him/her that deadlines are flexible and teachers are understanding during this time. Offer to assist communicating with his/her teacher if that would be helpful.

Administration Roles and Responsibilities

- Provide timely updates from the Allegany County Department of Health, Governor Cuomo’s Office and the NYS Education Department as it relates to and impacts the educational process.

- Respond and oversee the WCS COVID-19 phone calls and e-mail. The phone number and e-mail are monitored by WCS administration and are good methods to ask school-related questions during the COVID school closure. Please leave a message and appropriate WCS personnel will get back to you as soon as possible.
 - **Phone line = 607.356.3301**
 - **E-mail = twaters@whitesvillesd.org**
- Coordinate and oversee the home-based instructional program.
- Utilize multiple platforms to communicate district updates including but not limited to the: District Facebook page, school district website, email and/or robo-calls.
- Support the well-being of students, families, and staff during this time of uncertainty.

INSTRUCTIONAL EXPECTATIONS

Home based learning will continue to be aligned to NYS Common Core/Next Generation Standards during extended closure periods. Key content will focus on learning standards relevant to each grade level. Instruction may be modified or adjusted as appropriate to maintain student mastery of previously learned skills and/or when introducing new content. Below are listed guidelines for WCS students during home-based learning.

Summary of General Instructional Time Expectations

| Grade | Recommended Lesson Times | Notes |
|--------------|---------------------------------|-------------------------------------|
| Pre-1 | 15 minutes per lesson | 4 lessons per day 60 minutes |
| 2 | 20 minutes per lesson | 4 lessons per day 80 minutes |
| 3-4 | 25 minutes per lesson | Up 4 lessons per day 100 minutes |
| 5 | 25 minutes per lesson | Up 6 lessons per day 150 minutes |
| 6-8 | 30 minutes per lesson | Up 6 lessons per day 180 minutes |
| 9-12 | 30 minutes per lesson | Up 6 lessons per day 180 minutes |

K-5th Grades

Our k-5 teachers are continuing education through online teaching. They have each come up with a plan that fits their curriculum and communication needs for their students and parents. Daily material will be provided at all levels, along with additional zoom classes being held in the intermediate grades. Our elementary students are expected to complete weekly work sent home in print packets or provided through online platforms via our WCS website Teachers Pages, emails, and/or designated instructional platforms.

Students receiving RTI will be contacted weekly using various platforms to provide support for students and parents. Collaboration between teachers will take place weekly in an ongoing effort to provide sound educational services for students.

Students receiving special education will be contacted at least weekly using various platforms to provide support for students and parents. Collaboration between teachers will take place weekly in an ongoing effort

to provide sound educational services for students.

Grading for elementary students during the 3rd and 4th marking period will be Pass/Incomplete based on work completed.

6-12th Grades

Our Middle and High School teachers are continuing education primarily through email, Office 365 Teams and Zoom meetings for our students to continue learning and connecting with peers and their teachers. An outline of their structure and expectations has been provided on each of their WCS Teacher Pages for individual details on what to expect in each virtual classroom setting. Middle/High School will be following their in-school class schedule of 3 days a week to provide the consistent teacher instruction and availability that our students were familiar with before school closures.

Students receiving special education will be contacted at least weekly using various platforms to provide support for students and parents. Collaboration between teachers will take place weekly in an ongoing effort to provide sound educational services for students.

Grading for Middle/High School students during the 3rd marking period was based on a Pass/Incomplete system based on completed work, however the 4th marking period will be given a numeric grading system. There will be no final exams, and the final grade will be an average of the 1st, 2nd, and 4th marking periods.

Homeless Students

The District will continue to work to remove barriers as needed for homeless families. As with any homeless situation, the district will work with the family to identify the needs of the family to see if we can be of assistance. We will have our social worker make contact with the family as well to begin to establish a relationship. All 4-12 grade families in the district have been offered laptop loans for education use and k-3 grades an iPad. If a student does not have access to internet, we will create packets. Packets and other education materials will be delivered to student as needed.

Hard to Reach Students

When teachers notice students not connecting or when they do connect and are "not themselves," they send an email to our school counselor. She connects with her team (social worker and psychologist) and they split up families/students between them and reach out.

ESL Students

WCS is working with our local BOCES and immigration liaison to ensure appropriate education is continuing for all students.

Please stay safe and check our website often to stay up to date.