



Olean City School District Plan for Remote Instruction

Olean City School District
410 West Sullivan Street, Olean NY 14760
716-375-8000

Rick T. Moore, Superintendent of Schools
Aaron W. Wolfe, District COVID-19 Safety Coordinator

Updated Version: March 9, 2021

Please Note: This plan was taken from the Olean City School District Reopening Plan, posted at www.oleanschools.org/reopening.

Plan for Remote Instruction

The Olean CSD Remote Instruction Plan complies with all guidance from:

- NYSED Recovering, Rebuilding, and Renewing: The Spirit of New York's School (<http://www.nysed.gov/common/nysed/files/programs/reopening-schools/nys-p12-school-reopening-guidance.pdf>)
- Department of Health Interim Guidance for In-person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency (https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K_to_Grade_12_Schools_MasterGuidance.pdf)

The Olean CSD Reopening Schools Plan includes remote instruction as an integral part of the 2020-21 School Year. Within the [Plan for Reopening Schools](#), please see the [School Schedules](#) section on pages 9-10 and the [Plan for Hybrid Model of Instruction](#) on pages 17-25 of the Olean CSD Reopening Plan for additional details. Also included is the 100% Remote option which is full-time online instruction by a certified teacher. This option is available for families who are concerned about the potential of virus exposure from attendance at a school site.

The final way that remote instruction is integrated into the Olean CSD Reopening Schools Plan is in the event of a single or multiple program closure due to an outbreak of COVID-19. The **Plan for Remote Instruction (2020-2021 Continuity of Learning Plan)** will be implemented for all impacted programs. This portion of the plan demonstrates how the Olean CSD will implement remote instruction within a model of closure where all schools and locations are closed, or where one or more programs or locations are closed. The OCSD learned in the Spring of 2020 that faculty and staff must be prepared for closure at any moment. Integrating remote instruction will assist in preparing for closure well before actual closures take place. This will provide a smooth transition for the student and teacher because the delivery of instruction will not be interrupted.

Teaching and Learning

The OCSD Plan for Remote Instruction (2020-21 Continuity of Learning Plan)

The OCSD Plan for Remote Instruction (2020-21 Continuity of Learning Plan) will be implemented if there is a school closure due to COVID-19. During this time, the OCSD will continue to focus on strong relationships and instruction for students. In addition, tools and systems will be in place to support teachers and staff across the district to meet the needs of all students.

Students will not attend school in the physical building. Instruction will be conducted digitally through online methods. In order to deliver instruction in a remote manner that adheres to New York State Learning Standards and where regular substantive interaction occurs between students and their teachers, course scheduling and content coverage will be highly coordinated and planned well before unanticipated closures take place. This will allow the OCSD to continue to meet the NYS Learning Standards as well as requirements for other post-secondary credentialing.

During the Remote Learning Model of Instruction, students will engage in either asynchronous (independent) learning or synchronous learning. In asynchronous learning, the teacher will provide a learning activity and assignment in Seesaw or Microsoft Teams. Students will access the learning activity and complete the assignment at a time that works for them and their family. In synchronous learning, teachers and students are online at the same time. The teacher will provide a lesson and assignment through video conferencing via Zoom or Microsoft Teams during a specific time. Using both asynchronous and synchronous methods will allow instructional schedules to provide significantly more student-teacher interactions for all students than in spring 2020. Additionally, daily attendance and grading/feedback will be required during the entire time of the Remote Learning Model. This ensures shared accountability for learning. Established grading processes will be practiced in remote instruction and recorded in eSchool/Frontline RTI/IEP.

If possible, OCS D faculty and staff may be asked to deliver remote instruction from their physical classrooms if deemed safe by county health officials. This will allow instructors to access all of the teaching tools in classrooms.

100% Remote Learning Instructional Model

The Olean CSD Reopening Schools Plan offers families the option of full-time online instruction as a replacement to the hybrid instruction model. Family decisions to participate in this model are made based primarily on concerns about the potential for virus exposure with attendance at a school site. This option is available for any family at any time with the commitment to remain in full-time online instruction until the end of a marking period. At the end of each marking period, families would have the opportunity to enter the hybrid model of instruction. If health conditions improve to allow the Olean CSD to resume in-person instruction for all students, the District will work with families to ensure that continuity of learning is honored for those students enrolled in the full-time online learning model.

Family Commitments

Families should be prepared to support their children's active participation in all online learning lessons. They will need to ensure their children have adequate space, materials, and technology access for their daily online instruction. Each student enrolled in the full-time online learning model will be assigned a district device that is grade appropriate. Families will need to be ready to follow the established daily learning schedule and work with school staff to arrange for their children to participate in assessments and other mandated educational activities.

Schedules

This model involves a combination of teacher-directed/synchronous instruction and independent/asynchronous learning. Elementary students will have opportunities to participate in choice activities each day to practice skills and extend their learning away from the computer screen. Middle and high school students will have schedules that vary depending on assigned courses. Additionally, daily attendance and grading/feedback will be required. This ensures shared accountability for learning. Established grading processes will be practiced in remote instruction and recorded in eSchool/Frontline RTI/IEP.

Attendance

Daily attendance will be recorded by all faculty and staff for each student and will be reported in SIRS via eSchool even while receiving instruction in a remote learning environment, according to SED guidance. All faculty and staff will ensure substantive daily interaction (daily remote instruction, online participation, phone calls, emails, or other activities) with students; and clearly communicating information about instructional plans with parents and guardians. All attendance policies will remain in place during remote learning.

Initiating an educational neglect or Person in Need of Supervision (PINS) proceeding should be a last resort.

Food Service

The Olean CSD Food Service Department will continue to comply with Child Nutrition Program requirements, including all applicable health and safety guidelines, when the district is serving meals to students in the remote learning plan. This includes providing school breakfast and lunch options each day to students who are enrolled in the School Food Authority (SFA).

- Remote: Meals will be available for curb-side pick-up on a table at designated times and locations at each school building.

The Olean CSD Food Service Department staff will be monitored on a daily basis by completing the District's daily screening survey and by self-monitoring for any COVID-19 type signs and symptoms. All food service staff will be required to wear face coverings at all times while preparing and serving food. Staff will be trained on district policies and protocols on health and safety.

Kitchen and serving areas will be cleaned and disinfected on a daily basis. Equipment, including high-touch objects will be disinfected daily or more often given the rate of usage.

The District will ensure the following:

- Gloves, masks, aprons, and other supplies are readily available for department staff.
- Provide at least six (6) feet of physical distance between students or families as they pick up meals from distribution sites.
- Provide information on the meal plans and procedures through multiple means, including the District website and app, Parent Square posts and messages, and letters mailed home in languages spoken by families.

Communication

The “Olean CSD Plan for Remote Instruction” will be posted on the organizational website.

All Olean CSD faculty and staff will receive training on expectations and practices for remote instruction before schools reopen.

Olean City School District Plan for Remote Instruction

The Olean CSD faculty and staff will communicate with students and families (in the language spoken in the home) about preparing for the upcoming year, which will include expectations for teaching and learning expectations, attendance requirements, and technology supports and resources.

Technology

Structures and Expectations for PK-12 Hybrid/Remote Learning

A predefined set of structures has been established for hybrid/remote learning. When planning for and delivering instruction, all faculty and staff will follow the expectations outlined below:

Technology Platform Management

Parent Square will be used as the unified communication platform for all families in PK-12. This communication tool will provide clear communication to families about online learning participation expectations for students.

Seesaw for Schools will be used as the unified learning management platform in grades PK-3. On remote learning days, teachers will use Seesaw to post assignments for students to complete. The student will then use Seesaw to complete and submit the assignment back to the teacher for review and feedback. Drawings, audio, and video recordings can easily be attached by the student and teacher to provide meaningful interactions for the district's youngest learners.

Microsoft Teams will be used as the unified learning management platform in grades 4-12. On remote learning days, teachers will use Microsoft Teams to post assignments for students to complete. The student will then use Microsoft Teams to complete and submit the assignment back to the teacher for review and feedback.

Student Access

Students in grades PK-3 are provided iPads so that students can engage with the District's learning management system, Seesaw for Schools, and access supplemental instructional programs and resources such as, but not limited to, online books, websites, and apps to reinforce skills.

Students in grades 4-5 are provided iPads with a keyboard so that students can engage with District's learning management system, Microsoft Teams, and access supplemental programs and resources such as, but not limited to, online books, websites, and apps to reinforce skills.

Students in grades 6-7 are provided laptops so that students can engage with the District's learning management system, Microsoft Teams, and access supplemental instructional programs and resources included, but not limited to, online textbooks, books, websites, and programs to reinforce skills.

Students in grades 8-12 are provided laptops so that students can engage with the District's learning management system, Microsoft Teams, email teachers via their District provided email, and access supplemental instructional programs and resources included, but not limited to, online textbooks, websites, and programs to reinforce skills.

Assistive technology will be used to meet the unique disability related needs of students. Items may be read aloud using Immersive Reader. Students may also use the Dictate feature in Microsoft Word in place of writing or typing. Additional assistive technology tools, resources, and devices will be utilized at home and/or at school as may be needed to meet individual student needs.

All families will be contacted to gain information about internet access at home. Internet-ready devices and mobile hotspots are available for families who do not have adequate internet access and will be assigned accordingly.

Teacher Access

All teachers are provided laptops and workstations. In addition, mobile hotspots are provided to teachers who do not have access to adequate internet service at home.

Streamlining Computer-Based Resources

In order to comply with the requirements of Education Law 2D and Part 121 regulations, the OCSD is committed to vetting online resources, websites, and software prior to using it with students. If a resource, website, or software collects personally identifiable information (PII) of students, the vendor is required to sign a contract ensuring the protection and security of student data and PII.

Teachers are required to utilize online instructional resources that are approved district resources. If a teacher wishes to use a website or software that is not approved, there is a privacy review process conducted by the District prior to using the resource.

ClassLink provides OneClick single sign-on into web and Windows applications, and instant access to files at school and within OneDrive. ClassLink is accessible from any computer, tablet or smartphone and will be used to access technology resources so that students, families, and staff can access digital curriculum/resource sites safely with minimal usernames and passwords.

Technology Support for Families

The OCSD is committed to providing technology support for families. Orienting families to learning management systems with directions and videos will be made available on our school website. In addition, ongoing technology support and troubleshooting will be available through our district technology help desk.

Technology Support for Teachers/Staff

The OCSD is committed to supporting teachers to effectively teach in the hybrid/remote learning environment. Since March 2020, professional development opportunities have been provided to teachers in the areas of remote learning instruction. In addition, technology coaching support is available to all teachers and staff. The OCSD will continue to provide professional learning opportunities hosted by the District, CA BOCES and Erie 1 BOCES.