ANDES
CENTRAL SCHOOL

Remote Learning Plan for Andes Central School

Objective

To transition Andes Central School into remote learning quickly and efficiently, ensuring all students and teachers have the tools, software, and protocols to maintain a seamless educational experience.

Tools and Software Required

For Students and Teachers

- **Devices:** Laptops.
- **Internet Access:** Reliable high-speed internet connection.
- **Learning Management System (LMS):** Google Classroom
- **Communication and Collaboration Tools:**
  - **Video Conferencing:** Google Meet
  - **Messaging:** Google Chat
  - **Document Sharing and Collaboration:** Google Drive, Google Docs, Sheets, and Slides
  - **Assessment Tools:** Google Forms, Kahoot, Quizlet

Synchronous Classroom Sessions

- **Platform:** Google Meet
- **Scheduling:** Use Google Calendar to schedule and invite students to live sessions.
- **Protocol for Live Sessions:**
  1. **Preparation:** Teachers should prepare their lesson materials and set up their virtual classroom at least 15 minutes before the scheduled start time.
  2. **Environment:** Ensure a quiet, well-lit space free from distractions with a neutral background.
  3. **Attendance:** Take attendance at the beginning of each session and note any late arrivals.
  4. **Interaction:** Encourage student participation through the "raise hand" feature and chat function.
  5. **Recording:** Record sessions (where appropriate) for students who cannot attend live.

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85 Delaware Avenue
P.O. Box 248
Andes, New York 13731

Telephone: (845) 676-3166   Fax: (845) 676-3181
www.andescentralschool.org

Assistant Principal	**Superintendent**	Building Principal
Samantha Candreva	**Brigid Collins, Ed.D.**	Chris Aguirre

6. **Etiquette:** Remind students to mute their microphones when not speaking and to use respectful language.

Homework Pickup and Drop-off

- **Platform:** Google Classroom
- **Assignments:** Post all assignments with clear instructions and due dates.
- **Submission:** Students should submit their work through Google Classroom by the posted deadline.
- **Feedback:** Teachers should provide timely feedback and grades within Google Classroom.

Protocols for Hosting Parent Meetings

- **Scheduling:** Use Google Calendar to schedule meetings with parents.
- **Platform:** Google Meet
- **Preparation:** Prepare an agenda and share it with parents before the meeting.
- **Environment:** Ensure a professional setting with a neutral background.
- **Follow-up:** Send a summary of the meeting and any action items discussed.

Daily Check-ins and Professional Obligations

Teachers

- **Check-in with Administration:** Report daily via email or a dedicated Google Form. Include updates on attendance, lesson progress, and any issues encountered.
- **Student Availability:** Be available for student questions and support throughout the workday via Google Chat and email.
- **Office Hours:** Schedule daily or weekly office hours for additional student support.
- **Reaching Out to Students:** Teachers are responsible for contacting and informing students of their class schedule. This can be done through email, Google Classroom announcements, or Google Chat.
- **Schedule Notification:** Provide updates through multiple channels to ensure that students are aware of their schedules and any changes.

Administration

- **Daily Briefings:** Hold daily or weekly briefings with teachers to address concerns, provide updates, and offer support.

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- **Monitoring:** Regularly monitor Google Classroom and Google Meet sessions to ensure protocol adherence and promptly address any technical issues.

Attendance Protocol

- **Taking Attendance:** Teachers are responsible for taking attendance at the beginning of each live session and noting late arrivals.
- **Reporting Attendance:** Teachers must email the attendance records to the school administration at the end of each school day. This should include:
    1. A list of students who were present.
    2. A list of absent students.
    3. Any notable incidents or issues related to attendance.
- **Outreach for Absences:** If a student is absent for more than two consecutive days, teachers must:
    1. **Alert the Administration:** Inform the school administration about the student's continued absence.
    2. **Contact Family:** Attempt to contact the student's family to understand the reason for the absence and offer support.
    3. **Involvement of School Nurse:** The school nurse will handle the outreach process, ensuring that the student and family receive the necessary assistance and follow-up.
    4. **Reporting Findings:** The school nurse will contact both the classroom teachers and school administration with their findings concerning the absent student.

Response to Intervention (RTI) Sessions for Middle School Students

- **Scheduling RTI Sessions:** Teachers will schedule individual RTI (Response to Intervention) sessions for middle school students who require additional support during prolonged school outages.
    - **Frequency:** RTI sessions should be scheduled at least once a week per student.
    - **Platform:** Google Meet
    - **Duration:** Depending on the student's needs, each session should last between 30 to 45 minutes.
- **Coordination:** Teachers will coordinate with parents to find suitable times for these sessions and ensure students attend.
- **Session Content:** Focus on addressing specific areas where the student struggles, providing personalized instruction and support.

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- **Documentation:** Teachers should document the content and outcomes of each RTI session and share this information with parents and the school administration as needed.

Rapid Distribution of School Laptops and Chargers

- **Identification of Needs:** Conduct a survey or use existing records to identify students who lack access to suitable devices for remote learning.
- **Distribution Plan:** Develop a distribution plan to quickly and efficiently provide these students with school laptops and chargers.
  - **Pickup Location:** Designate a safe, easily accessible location for families to pick up the equipment.
  - **Pickup Schedule:** Schedule specific times for families to pick up equipment to avoid crowding and ensure social distancing.
- **Equipment Sign-out:** Families must sign out school equipment, acknowledging responsibility for the devices.
  - **Form:** Provide a sign-out form that includes the student's name, device serial number, and a statement of responsibility.
  - **Signature:** A parent or guardian's signature is required on the form.
- **Support:** Provide instructions on how to set up and use the equipment and offer technical support contacts for any issues.

Snow Day Protocol for Grades K-12

- **Class Formats:** Teachers can hold synchronous or asynchronous classes on snow days.
  - **Synchronous Classes:** Conduct live sessions via Google Meet as per the regular schedule.
  - **Asynchronous Classes:** Provide pre-recorded lessons, assignments, and resources through Google Classroom.
- **Communication:** Teachers must contact students at the beginning of the snow day to explain their approach to the day and deliver or review content.
  - **Email:** Email students and parents outlining the plan for the day.
  - **Google Classroom:** Post announcements and updates on Google Classroom.
- **Attendance:** Attendance must be taken on snow days regardless of the class format.
  - **Synchronous:** Take attendance at the beginning of the live session.
  - **Asynchronous:** Students must check in by submitting a short assignment or responding to a prompt in Google Classroom.

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    - A list of absent students.
    - Any notable incidents or issues related to attendance.

Setting Up a Professional Work Area

- **Background:** Use a clean, neutral background. Avoid busy or distracting backgrounds.
- **Lighting:** Ensure good lighting, preferably natural light or a well-placed lamp.
- **Noise Control:** Use a quiet space and use noise-canceling headphones if necessary.
- **Professional Appearance:** Dress appropriately as you would for a day in school.

Online Instruction Best Practices

1. **Engage Students Actively:** Use interactive activities, polls, breakout rooms, and discussion prompts to keep students engaged.
2. **Provide Clear Instructions:** Ensure students understand each task or assignment's objectives, instructions, and deadlines.
3. **Use Visual Aids:** Incorporate slides, videos, and other visual aids to make lessons more engaging and easily understood.
4. **Give Timely Feedback:** Provide prompt and constructive feedback on assignments and participation to inform students of their progress.
5. **Maintain Regular Communication:** Keep an open line of communication with students and parents, using multiple channels to ensure everyone is informed and supported.