

Elevate. Engage. **Inspire.**

South Orangetown Central School District

Hybrid Learning Guide

Fall 2020



South Orangetown Central School District Hybrid Learning Guide

Dear School Community,

We are in the final stages of planning to reopen our schools on Tuesday, September 8. All students will participate remotely for the first week of school, September 8-11. We will begin operating at a 50% student capacity with social distancing on Monday, September 14, with the launch of in-person student attendance for Group B (students with last names beginning with letters L-Z).

Hybrid learning will look and feel different than teaching and learning in a fully distance learning environment. By leveraging technology and our staff's expertise, professionalism and support, we will provide our students with a high-quality, engaging education whether they are learning remotely or at school.

Many teachers, instructional coaches, and administrators across every discipline participated in summer professional development on the attributes of hybrid learning and in curriculum planning projects to prepare for the reopening of our schools.

Our hybrid learning model will ensure that students have equitable access to our curriculum and programs, including live sessions, pre-recorded videos, posted assignments and activities. While instruction will remain aligned with New York State Learning Standards and our District's curriculum maps, adjustments may be made as needed to support our students as they re-enter and move forward.

As educators and parents, we can be a constant for our community's children in a time of uncertainty. We aim to provide a sense of normalcy and opportunities for students to work with their teachers and classmates as they continue to learn and re-engage with each other.

We ask everyone to do their best under these unique circumstances and look forward to rising to the challenge of our mission to Elevate, Engage, and Inspire!

Sincerely,

Robert R. Pritchard, Ed.D.
Superintendent of Schools

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Hybrid Learning Expectations

Last spring, our District purchased the premium version of Zoom that has been integrated with our online classroom environment to enhance the teaching and learning experience. This functionality has enabled teachers to group students for small group work and discussions and to conference with individual and small groups of students. Teachers will also receive a new Dell Latitude Laptop Touch Screen with full functionality for Zoom, including the ability to annotate. Teachers will also receive a new document camera and microphone to enhance teaching and learning.

Several common themes emerged from our Distance Learning Survey this past spring. Here are some of the changes students and families can expect this fall in a hybrid learning environment:

- Consistent scheduling for assignments and classroom work
- Live, daily instruction for all students, whether participating in person or virtually
- Trauma-based approach to instruction with an emphasis on social-emotional learning
- Teachers support for students in learning the skills to be successful with remote learning including executive functioning skills, self advocacy and self assess using rubrics

Teachers and instructional coaches are working to become even more familiar with many of the learning applications and resources we are using such as Classroom (Jamboard), Schoology, FlipGrid, Zoom, and some newer applications such as Seesaw.

The skills that students had been learning and practicing prior to March, such as scheduling their time, working independently, using rubrics to self-assess, and working on problems and projects are even more important as we went through distance learning in the spring and are preparing for the SOCSO Hybrid Learning Model. We're setting the curriculum and instruction roadmap with an emphasis on social - emotional learning, along with interdisciplinary, project-based learning. There was a lot of excitement over different applications and platforms this spring, but we discovered that too much variation was overwhelming for students.

Teaching and Learning Expectations:

- Teachers will use Zoom video or Google Meets for live lessons with their **remote** students to preserve bandwidth within the classrooms and schools. Teachers live sessions with **remote** students will be held during normally scheduled class.
- **In-person** students may use their chromebooks or devices to access Google Classroom or other LMS or applications that don't require live streaming in the classroom.
- Teachers will create and post asynchronous lessons, activities and assignments for all students.
- Teachers will use Learning Management Systems (LMS) such as Google Classroom or Schoology to provide both live and asynchronous classroom experiences for all students.
- In-Person and At-Home students will follow the same schedule for their classes.
- During lessons, teachers will be able to step away from the camera when giving a lesson when screen sharing from the Smartboard or when engaging students in hands-on activities, labs, or projects.
- During lessons, students can interact with physical materials away from the screen to complete work and activities.
- Students may be asked to disengage from screen/camera to complete an activity then rejoin for the share and closure of the lesson.
- SOCSO is implementing an abbreviated day to accommodate social distancing during arrival and dismissal. Students will begin the school day 15 minutes later than normal with elementary students beginning the day at **9:30** and secondary students beginning the day at **8:30**.
- All assignments or lessons for students will be posted online.
- Teachers will post their office hours by Friday for the following week.
- At the beginning of a lesson, the teacher will be in the teacher zone where their computer is plugged into a network. The teacher will login to Zoom or Google Meets and connect with students learning remotely. Once this occurs, the teacher will begin their lesson.
- After the direct teaching/modeling portion of the lesson, students may work in small groups, partnerships, or individually to complete the activity/project/lab portion of the lesson.
- Attendance will be taken by all classroom teachers.
- Robocalls will be made to students' homes when students have not logged in for attendance. (Please see the Technology Support Process section for information on how students and staff may access help.)
- Students and teachers will wear masks and socially distance. Teachers will work with their students to determine when and how mask breaks can be taken safely.

Teaching and Learning Expectations (continued):

- **Grades K-5 Elementary Classroom Teachers** will create lessons/activities in all disciplines. The length of activities and/or lessons will be age/grade appropriate as determined by the teacher.
- **Grades 6-12 Teachers** will create daily assignments/activities for classes or courses. The length of assignments/activities should not exceed the expectations of a traditional period and should allow time for students to login remotely.
- **K-5 Special Area Teachers** (including but not limited to art, music, technology, and gifted & talented) will create or provide lessons as often as classes are seen.
- **K-12 Physical Education Teachers** will work with the in person students and asynchronous lessons will be created for the remote/at home students so that they can also participate.
- Teachers may use video of themselves and adhere to the district's staff acceptable use policy and use a virtual background. Teachers may also enable Zoom features to enable students to interact with each other and their teacher when they are learning remotely.
- When assignments cannot be digitally submitted or uploaded (i.e. art, music, engineering, math, science, etc. we will consider how students will be able to complete and submit the work and what materials they may need to be successful.
- Learning materials, assignments and guidance can be shared via the teacher's preferred platform - (Google Classroom, Schoology, etc.)
- South Orangetown Central School District will ensure appropriate accommodations are made for all students.

Grading and Assessment

South Orangetown Central School District will resume its normal grading process for all students K-12. We are planning a systematic cycle of assessments including initial screenings and assessments in the fall. We will be administering universal diagnostic academic assessments such as the STAR Assessment, Fountas & Pinnell Benchmark Assessments and formative teacher made assessments that will be administered at the beginning of the school year. In addition, our school-based Data Inquiry Teams will meet regularly to look at assessment data and subgroup student performance.

Technology

1-to1 Mobile Initiative

The District is in the process of procuring mobile devices for use by our student population. The goal is to provide a mobile device for all students K-12 on a 1-to-1 basis. The District fully supports the need to provide each student with access to their own computing device to close the digital divide.

In the fall, the District plans to provide students in Kindergarten and 1st Grade with Apple iPads. For students in grades 2 through 8, the District will provide Dell Chromebooks. Our District has had a 1-to-1 mobile device initiative at our high school for the past five years. Initially with the start of school, the District will be providing mobile devices to K-5 students and families that indicated the need for a device via the Parent Survey.

Deployment of additional devices will be completed in collaboration with building administrators and support staff. Devices provided to students and families will include a Mobile Device Handbook that covers the care of the device and articulates district policy regarding acceptable use of the devices provided. Students and parents will be required to accept responsibility for the equipment the District may provide. Inventory of student devices will be managed at the building level.

NOTE: Due to the global pandemic, technology vendors are experiencing supply chain issues. Several of the District's technology related purchases are on backorder with delayed shipping dates. Once the equipment is delivered, the technology team will configure the equipment and will provide the equipment to our schools for student deployment.

Anticipated implementation of the District 1-to-1 initiative is expected to begin **November 2020** once the devices are received from the vendor and configured by the technology team.

Student and Staff Acceptable Use Policy and Expectations for Online Learning

Students and staff participating in Online Learning will still be subject to all applicable SOCSO Policies including but not limited to Policy 5300 - Code of Conduct and Policy and Policy 4526 - Computer Use in Instruction, all of which can be accessed via Boardpolicyonline.com.

When participating in virtual classrooms through Zoom, Google Hangout or any similar virtual meeting provider, please try to choose a quiet and private location to prevent viewing and participation by persons not in the class. Please do not record and post your lessons online via social media or any other platform.

South Orangetown Central School District Responsible Use

- Use respectful behavior and language.
- Stick to appropriate topic discussions.
- Send only appropriate video transmissions.
- Use only appropriate icon, emoji, and avatar submissions.
- Wear school appropriate clothing if attending meetings via video.
- Please use a virtual background (more information coming)

Student Best Practices for Remote Learning

- Students should not join video sessions when they are attending school in-person to preserve bandwidth within the school building.
- When students are not speaking, please make sure your audio is muted.
- When speaking, please speak clearly in a normal voice.
- Please avoid interrupting others as they are speaking.
- Try to limit getting up and walking around while on video.

- Dress appropriately.
- Please identify yourself before you speak.
- When learning remotely, please alert others in your household that you will be on a live video.
- You are responsible for all activity associated with your username.
- Please do not post personal contact information or anyone else's.
- Please do not post or share anything that is not required for an assignment.

Important reminders for Students Engaging in Online Learning

- Students are **not allowed** to audio or video record any lessons nor alter any previously recorded lessons that are given or posted by teachers.
- Students should position themselves in a way where they can do their best learning, with minimal distractions in the backdrop.
- Students must follow their teacher's directions. If they are asked to mute themselves, it is important they do so right away.
- Students should be respectful to their teachers and classmates by acting appropriately at all times.
- Students should not use the chat feature unless instructed to by their teacher.

Technology Support Process

To support our hybrid learning model, we will continue to follow our established support protocol:

1. A student or parent may identify a technology support concern to their classroom teacher.
2. The classroom teacher clarifies if the reported issue is an instructional application or a technical support issue.
3. Classroom teachers will forward the issue to their building Technology Teacher for additional troubleshooting.
4. The Technology Teacher will attempt to resolve the issue. If they are unable to resolve the issue they will escalate support by submitting a help desk ticket to our support desk.
5. **STAFF** technology support tickets can be entered via the following:
 - a. <https://lhric.service-now.com/>
 - b. (914) 922-3002
6. **STUDENT** technology support tickets can be entered via the following:
 - a. <https://lhric.service-now.com/student>

Notes:

- Please be sure to provide as much detail regarding the issue and steps taken when entering a help desk ticket.
- Where possible - please provide a contact phone number so the support desk can call to coordinate resolution.

Instructional Support Staff

Instructional Technology Support: Building-level Instructional Support

Marc Eckert, K-12 Instructional Technology Coach - meckert@socsd.org

Randi Nerkizian, WOS Technology Teacher - rnerkizian@socsd.org

Jacob Tanenbaum, CLE Technology Teacher - jtanenbaum@socsd.org

Kim Guzas, CLE Technology Teacher - kguzas@socsd.org

Andrew McIntosh, SOMS Technology Teacher - amcintosh@socsd.org

Karen Connell, TZHS Technology Teacher - kconnell@socsd.org

Library Media Support: Digital Media Instructional Support

Celine Zatarga, WOS Library Media Specialist - czatarga@socsd.org

Kristine Wagner, CLE Library Media Specialist - kwagner@socsd.org

Kimberlee Landgraff, SOMS Library Media Specialist - klandgraff@socsd.org

Patricia Eyer, TZHS Library Media Specialist - peyer@socsd.org

Instructional Coaches: Content Instructional Support

Marc Eckert, K-12 Instructional Technology Coach - meckert@socsd.org

Kristy Nadler, K-5 ELA / Social Studies Coach - knadler@socsd.org

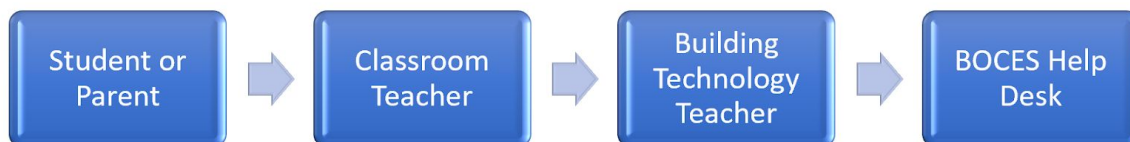
Shannon Bogart, K-5 Math Coach - sbogart@socsd.org

Samantha Levine, K-8 Science Coach - slevine@socsd.org

Marisa Premus, 6-12 Math Coach - mpremus@socsd.org

Mark Stanford, 6-12 ELA Coach - mstanford@socsd.org

Brian Newburger, 9-12 Science Coach - bnewburger@socsd.org



SAMPLE Hybrid Lesson

In-Class	At-Home
<u>Benchmark Lesson:</u> Both in-class and at-home students will participate in a whole group lesson.	
<u>Small-Group Conferences</u> Teachers can meet with small groups for support, mini-lessons, or conferencing with individual students.	<u>Practice Activities:</u> Students will work independently and can stay connected to the class so that when the lesson is closing, they can be a part of any share or reflection that takes place. Completed work should be submitted to their online classroom for review.
<u>Practice Activities:</u> Students will work on practice activities as directed by their teacher.	
<u>Digital Work and Collaborative Groups:</u> Students can utilize devices to complete work remotely or at school. Students should not Zoom with one another while attending school in person as a collaborative activity due to bandwidth limitations. However, remote students can work in groups on Zoom or Meets.	
Closing / Share / Reflect Both in-class and at-home students can be a part of the lesson closing to wrap up the period.	

How to change Zoom Virtual Background on Chromebook?

Step1: Click the My Account option on your Zoom home page.

Step2: On the next page, click the Settings option.

Step3: In the Settings, Tap the In Meeting Advanced.

Step4: Scroll down a little bit, you will see the Virtual Background option.

Step5: Tap and turn On the Virtual Background Option.

Step6: Once you Selected means, it will allow the users to select a **District approved** background image. **(See images below)**

Step7: Go back and start a video.

Step8: On the bottom of the video page, Click the Virtual Background option.

Step9: List of images available on your desktop will be shown below the video screen.

Step10: Just click the image and change your background as per your wish.

