

**LANSING
CENTRAL
SCHOOL
DISTRICT**



**CONTINUITY OF
LEARNING PLAN**

APRIL 20, 2020

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APRIL | 2020

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WHAT IS CONTINUITY OF LEARNING:

The Covid-19 Crisis has made it necessary for the Lansing Central School District to plan for remote instruction of our students. Our District has developed a structure for our teachers to facilitate learning remotely and for our students to remain active learners, until the time we are able to transition back into the classroom.

We are shifting from a traditional learning environment to a new and innovative forum. We will ensure all students have access to materials they need in order to progress through our prioritized New York learning standards. To learn more about the Continuity of Learning requirements, please visit NYSED Continuity of Learning Guidance and Information at <http://www.nysed.gov/edtech/guidance-continuity-learning>.

LANSING CENTRAL SCHOOL DISTRICT CORE VALUES

VISION: It is our vision to create an educational environment where our students, faculty and community members flourish in an atmosphere that encourages independent thought, mastery and individual success. In addition to pursuing high academic achievement for all, we will embrace and enhance each child's unique abilities, helping forge the connection between education and opportunity.

MISSION: We will inspire our students to be knowledgeable, responsible, healthy and compassionate citizens.

BELIEFS:

1. Students are our priority.
2. High expectations inspire high achievement.
3. Our school community is passionate about learning.
4. Creative and proactive fiscal planning is essential for success.
5. Respect, competence, empathy, and integrity are fundamental to building trust.
6. Taking risks and learning from our mistakes are the building blocks of personal and academic growth.
7. Students have the right to high quality instruction in a physically and emotionally safe environment that celebrates diversity.

OUR COMMITMENT TO YOU AND YOUR CHILDREN:

- The Lansing remote learning experience will empower students to achieve their learning goals, have opportunities to collaborate online, be risk takers and persevere through challenges offsite.
- Students will be supported through modeling, differentiation, individual feedback, and opportunities for reflection and revision through e-learning tools and online platforms.
- Lansing CSD aims to inspire students to meet their learning objectives and targets.
- Our dedicated teachers will commit to careful planning, maintaining an online presence during normal working hours, and providing regular guidance, feedback, and support through this offsite experience.
- Teachers will follow a consistent timetable.
- We need to think differently about how to support children, how to create structures and routines, and allow our children to be successful. Some students will thrive with remote learning, while others may find it challenging.

The guidelines provided below are intended to help parents and caregivers think about what they can do to help their children find success in a remote learning environment.

EXPECTATIONS FOR OUR STUDENTS:

- Check into Office Hours as needed (more information below)
- Engage in activities and assignments
- Check school email account at least once a day
- Communicate questions and needs to teachers and support staff
- Complete work on time and in a presentable manner
- Establish a regular and healthy eating and sleep routine

OVERALL, WE WILL:

- Remain connected with our students and their families;
- Remain committed and engaged in the learning process;
- Provide consistent experiences for students from week to week;
- Focus on only essential learning & knowledge

DISTRICT-WIDE GUIDELINES:

- Learning objectives will be clearly posted and communicated.
- Essential knowledge and skills will be introduced, and learning will be facilitated in a variety of ways.
- The facilitation of new learning will be primarily accomplished in an “asynchronous” manner. This means students DO NOT have to be online at the same time as their teacher or each other for the delivery of new instruction.
- Teachers will monitor student participation, assess their progress, and provide timely feedback.
- Teachers will be connected to their students through written feedback, virtual office hours, emails, or phone calls.

INSTRUCTIONAL PLATFORM:

Google Classroom will be the primary platform to facilitate remote learning for Lansing Students. Teachers may use other and/ or additional platforms and virtual learning options.

ATTENDANCE/ ENGAGEMENT:

Participation in remote activities will be monitored by classroom and special area teachers. Teachers will contact students and families directly if there is a concern. If attendance/ engagement concerns persist, the appropriate School Principal will provide additional support.

GRADING:

At this time, most teachers will not be recording specific scores; however, they will be tracking and documenting student participation and submission of assigned work.

During this time of closure, we are focused on the demonstration and evidence of learning a specific concept or skill.

DEL: “Demonstrated Evidence of Learning”

The teacher has assessed the assignment and has determined there is evidence of learning at or above the minimum acceptable level.

NEL: “Not Demonstrated Evidence of Learning”

The teacher has assessed the assignment and believes the work is not at the minimum acceptable level. The student can process the feedback, make corrections, and resubmit.

NSY: “Student has not submitted work yet”

The work has not been submitted and cannot be assessed. The student should continue work and submit.

It is imperative that students engage in the activities, assignments, and assessments developed by their teachers to minimize gaps in learning and prepare themselves for successful transitions in the future.

Marking period 3 Middle School and High School classes/ courses will be pass/ fail. Grades will be placed in School Tool.

Guidelines for end of year grades, course credit, and documentation on high school transcripts have not yet been determined.

Marking period 4 Middle School and High School assignments will be entered into SchoolTool. You will be able to track and monitor assignments in SchoolTool starting no later than 4/27/2020.

CURRICULUM:

Students will begin being exposed to new learning at the very latest on April 20th, 2020. The focus of all new learning will be on essential skills and knowledge. Curriculum will be condensed and linked to the Next Generation Learning Standards for New York State.

INSTRUCTION:

Instruction of new material should be provided with direct support from the teacher. In addition, all learning should be supported by clear and posted learning objectives.

Assignments and assessments must be able to be completed independently from a remote location and completed with minimal resources. In addition, they must be meaningful.

STATE, AP, AND COLLEGE ENTRANCE EXAMS:

- All intermediate testing in Grades 3 through 8 has been suspended
- Regents Exams have been cancelled for June 2020
- AP Exams will be given in an “at-home”/open book format. They will focus on free response questions. They will be delivered electronically. The test will be 45 minutes unless a student has approved testing accommodations.

SPECIAL EDUCATION:

The District will put forth its best efforts to provide all students with a “Free and Appropriate Public Education” (FAPE) during the time we are closed. We are committed to providing students with disabilities access to educational opportunities to the same extent as their peers. To the extent possible, we will provide services that approximate those on students’ IEPs. Collaboration will continue between classroom teachers and special educators. We continue to follow the guidance from the New York State Department of Education (NYSED) and the U.S. Department of Education and will adjust as additional guidance is made available.

RELATED SERVICES:

Counseling, Speech, Occupational and Physical Therapy will be provided through remote learning activities based on a students Individualized Educational Plan. Families will be contacted to set up services.

SCHOOL COUNSELING:

School Counselors, the School Psychologist, and School Social Workers will continue to provide resources and strategies for building social-emotional skills and will provide sessions via telephone and/or video conferencing with parents and students to work toward individual goals. Counselors will have both scheduled and open office hours posted.

RECOMMENDED TIME ALLOCATIONS FOR SCHOOLWORK

Students should be expected to spend approximately no more than the following amount of time on their schoolwork at home. This includes both instruction and student follow-up work. This information is based on recommended best practices for continued remote learning.

GRADES	HOURS PER WEEK (Approximately)	APPROXIMATE MAXIMUM HOURS (MAY VARY SLIGHTLY BY GRADE)
K – 2	4 – 5	ELA & MATH – 3 HOURS, SS/ Science Integrated ENCORE – 1 HOUR
3 – 4	5 – 7	ELA & MATH – 4 HOURS, SS/ Science Integrated ENCORE – 1 HOUR
5 – 8	8 – 10	ELA & SS – 4 HOURS WORLD LANGUAGES – 1 HOUR MATH & SCIENCE – 4 HOURS ENCORE – 1 HOUR
9 -12	20	Approximately 3 hrs/ 180 minutes per course per week Exception AP & college coursework

- ENCORE for middle school include Physical Education and the 10 week class in session.
- Students enrolled in Health in MS/HS will require additional time for health class.
- Band, Orchestra and Chorus will require additional time.

Please note that each building will have slight variations based on student schedules and unique needs.

LESSON DELIVERY METHODS AND TIME RECOMENDATIONS:

Students will have opportunities to learn through a combination of synchronous and asynchronous activities and connections.

Synchronous learning activities are those that happen together, usually in an online platform like a videoconference session.

Asynchronous learning activities are those in which students engage independently, such as completing written assignments or watching a pre-recorded video or demonstration.

Kindergarten – Grade 6: 15 minutes maximum (vary by grade level)

Grade 7 – Grade 12: 20 minutes maximum (vary by grade level)

No more than one synchronous learning activity per week.

MINIMUM EXPECTATIONS

K THROUGH GRADE 6

Weekly classroom teachers will provide:

- 2 ELA lessons
- 2 math lessons
- Content areas embedded or
- 2 science lessons
- 2 social studies lessons
- Weekly student feedback/ connection
- Office hours for one hour 2x per week

Weekly special area teachers will provide:

- 1-2 differentiated lesson/activity/video/resource per grade level on our website
- Weekly student feedback/ connection
- Office hours for one hour 2x per week

GRADE 7 THROUGH GRADE 12

Weekly course teachers will provide:

- 2-3 lessons per course
- Weekly student feedback/ connection
- Office hours for one hour 2x per week

Weekly special area teachers will provide:

- 1-2 differentiated lesson/activity/video/resource per grade level on our website
- Weekly student feedback/connection
- Office hours for one hour 2x per week

K-12 SPECIAL EDUCATION/ RELATED SERVICE/ ENGLISH LANGUAGE LEARNER

- Differentiated instruction based on student goals
- Support lessons
- Student feedback/ connections
- Office hours for one hour 2x per week

MENTAL HEALTH PROVIDERS/ SCHOOL COUNSELORS

In addition to providing an activities related to the academic goal, mental health providers will provide:

- Open office hours
- Scheduled sessions
- Continued work on scheduling

TEACHER ASSISTANT

- Teaching assistants are to make themselves available to the students they serve via telephone or video conference platforms
- Teacher assistants are to work with their collaborating teacher if applicable.
- Teacher assistants can assist with creating virtual learning tools and videos for students and families.

SCHOOL NURSES

- Remain in communication with Head Nurse, Sandy Koch
- Remain available to the Department of Health
- Remain available to review student health records
- Update records from home if applicable
- Stay up-to-date on current health crisis and best practices
- Maintain website
- Check in with most at-risk families on a consistent basis

STUDENT CONNECTIONS/ FEEDBACK:

- Office hours
- Google classroom/ other virtual platforms – feedback on student work
- Phone
- Google Meet, Zoom
- Email
- Hard copy delivery

VIRTUAL OFFICE HOURS:

The concept of Office Hours will be new to many of our students. Office Hours will take place in a virtual setting. They are for the purpose of formative feedback and targeted feedback. They are not used by teachers to deliver new information.

The schedule will be emailed home and posted on the District webpage and on District social media accounts.

DISTRIBUTION OF ESSENTIAL MATERIALS:

The digital learning platform will be the primary source for delivering curricular materials to students and families. However, we understand that circumstances may differ from family to family. We will use our district transportation department to deliver essential learning materials to those students who need it.

K-GRADE 8 SAMPLE DAILY SCHEDULE SAMPLE - *Times vary based on grade level*

8:00-9:00 AM	Breakfast, morning check-in, plan for the morning
9:00-11:00 AM	Learning Block w/ breaks as needed <ul style="list-style-type: none">• Independent reading• Classroom Lessons & Activities• ELA/Math
11:00-12:00 PM	Lunch, free play, plan for the afternoon
12:00-1:00 PM	Learning Block Continued
1:00-2:00 PM	Learning Block PE (twice per week), Art, Music, Library (Break as needed)
2:00-3:00 PM	Connect with teachers, review emails, check work Times will vary by teacher, adjust schedule accordingly

GRADES 9-12 SCHEDULING RECOMMENDATIONS:

Students should check their Google Classrooms and email daily. We recommend that students create a daily schedule that includes:

- Remote Learning Time
- Independent reading
- Work on assignments and activities
- Physical Activity
- Practice in the Fine Arts, when applicable
- Down time
- Depends on individual student coursework
- AP/College Coursework can be scheduled for more time

LCSD TECHNOLOGY PLAN FOR DELIVERING REMOTE

INSTRUCTION: GOALS:

The Information Technology Department in the LCSD will provide each student with a device that requests one. When available, we will provide students with “hotspots” to help with internet access issues. This may not always be possible, as there is not coverage in all areas.

SCHOOL PROVIDED DEVICES:

Grade Level	Device Assignments
Kindergarten	iPads with charger cord
Grades 1-12	Chromebook with power cord

STUDENT & FAMILY IT SUPPORT:

All student issues are to be reported through the student help desk via:

- Online Help Desk - helpdesk@lcsd.k12.ny.us

TELECONFERENCING:

The District will use two teleconferencing tools to connect with students and families, Zoom and the Google Meet. Communication that is protected under HIPPA must be handled via telephone or other platforms that are HIPPA compliant.

COMMUNICATION TOOLS:

School Messenger: Building and District-wide communication tools used for sending out one-way communication to parents for important announcements via email.

School Website: www.lansingschools.org

- [COVID-19 Resources](#)
- [Bobcat Distance Learning Plan](#)

Social Media:

Instagram <https://www.instagram.com/lansingcsd/>

Twitter <https://twitter.com/LansingCSD>

Facebook <https://www.facebook.com/LansingCSD>

