

North Salem Central School District **Distance Learning Plan**

Transitioning Students, Teachers and Parents to
A New Learning Environment
March 2020

Communication Methods: The District will communicate with the school community through our [District website](#) and through our Blackboard Mass Communication System (text, e-mail, phone call). Principals will communicate specific building-specific information, and teachers will correspond with families during distance learning.

General Questions about Distance Learning: Director of Instruction and Human Resources at jvazquez@northsalemschools.org

Special Education and Pupil Personnel Services Questions about Distance Learning: Director of Pupil Personnel Services at avanderstuyf@northsalemschools.org

Physical Education, Health, and Athletics: Director of K-12 Physical Education, Health, and Athletics at dkiernan@northsalemschools.org

Principal and Teacher Communication: Contact administrators or teachers using our usual communication methods: [District Staff Directory](#)

Technology Support: Fred DeRose fderose@northsalemschools.org and Jacob Young jyoung@northsalemschools.org. Please provide your name, phone number, e-mail address, and a detailed message describing the technology issue.

Other Questions: Contact the school or district administration.

Last update: 3/19/20

This document will be updated regularly as we learn new information.

Updated: 3/24/20, 3/25/20

Overview

As a community, we are navigating this unusual circumstance with the health and safety of our students and families as the top priority. The North Salem Central School District administration and faculty have come together to provide e-learning opportunities to maintain the learning and skills students have acquired in the short term while preparing more advanced learning opportunities should we be out for an extended period of time. We are grateful for the professionalism, adaptability and positive spirit of all our teachers and staff. We also appreciate the feedback and cooperation of NSTA members on this document. Our values for distance learning include keeping students engaged in learning as well as remaining connected to their school and each other.

We acknowledge that e-learning does not replicate the extraordinary classroom environment our teachers create for your children each day. Nonetheless, it is our intention to provide as much instructional continuity as possible for students during the time when our schools are closed.

We also recognize this new partnership for learning with teachers, parents, and students will be exciting as well as full of challenges. Students will be learning new technology skills as they access content materials. Teachers are also learning new skills in ways to develop web-based content for students. This will be new for students, teachers and families and we must remember to be patient as we begin this new journey. Success will be dependent on all participants engaging in this learning process and supporting one another as we all learn new ways to teach and learn.

Thank you for continuing to support one another and our schools during this time.

Ken Freeston, Superintendent

Barbara Briganti, Assistant Superintendent for Business Administration

Julio Vazquez, Director of Instruction and Human Resources

Adam VanDerStuyf, Director of Pupil Personnel Services

Denise Kiernan, Director of K-12 Physical Education, Health, and Athletics

Elizabeth Wright, Coordinator of Pupil Personnel Services

John Sieverding, Director of Buildings, Grounds, and Transportation

Vince DiGrandi, Principal of North Salem Middle School/High School

Kathleen Murphy, Assistant Principal of North Salem Middle School/High School

Mary Johnson, Principal of Pequenakonck Elementary School

Stephanie Bell, Assistant Principal of Pequenakonck Elementary School

Distance Learning Phases

As we transition to distance learning, we will roll out our plan in several phases. Each phase will include assessing, adjusting, and course correction as needed with all stakeholders.

Phase One	March 23-31 - Current School Closing Dates
Phase Two	Beginning April 1st should we remain closed
Phase Three	Beginning May 1st should we remain closed

Phase One

Phase one will begin on March 23rd with the Distance Learning site going live for PQ and the MS/HS. On the [PQ website under Distance Learning Resources](#), you will find each grade level has a link to a page with resources and designated folders with specific activities for students. Teachers have provided student-specific passwords for resources. Generic usernames and passwords for learning resources like BrainPop will be emailed to parents on March 23rd. On the [MSHS webpage under Distance Learning Resources](#), general digital resources can be found for students beginning March 23rd with assigned lessons from their teachers on March 27th.

In Phase One, the activities provided are meant to be maintenance of skills and past learning. These activities are an opportunity for families to think about how they might schedule their days around school learning for their children should we continue to remain closed. None of the work posted in this phase will be graded. Students are encouraged to return any completed work should we return to school on April 1st.

Phase Two

Phase Two will begin on April 1. Our goal during Phase Two is to shift to advancing students' knowledge and skills and introduce new learning. Teachers across all grade levels and content areas will provide their students with engaging resources and tools through a combination of digital resources and assignments. The teachers are giving careful consideration to the developmental appropriateness of expectations and differing access to online resources. During this phase, as we plan for the longer term of distance learning, our primary platform will be Google Classroom for grades K -12.

During Phase Two, as the timeframe for distance learning becomes clearer, we will determine next steps to continue educating the students of North Salem should we continue to be out beyond April 30th. This will move us into Phase Three should it be necessary. Phase Three will be based on growth and learning during this first month of distance learning. Goals will include looking toward synchronous learning opportunities for teachers and students.

We have outlined below the responsibilities and expectations of students, teachers and parents in order that all can be successful through the implementation process. Open communication between parents, teachers, administrators and students will be a necessity for success as well.

Student Responsibilities

Elementary:

- Learning plans in reading, writing, and math for students in grades K-5 will be posted daily/weekly using Google Classroom.
- Lessons for Art, Music, PE, Spanish, Library, G&T and Remedial Reading and Math, and ELL will be posted weekly using Google Classroom and should be completed according to the PQ Letter Day.
- The general expectation will be that students will participate in approximately 2 hours of instruction each day in reading, writing, and math, for a total of 10 hours per week.
- The two hours should be divided into the following blocks: 30-40 minutes of reading, 30-40 minutes of writing, 30-40 minutes of math, 20-30 minutes of fine and practical arts, Spanish, etc. Assignment for remedial reading, remedial math, ELL or related services are in addition to these 2 hours of work time.
- Due to the development and individual differences, the amount of time students actually spend on instruction may vary.
- Additional online resources will be available to complement the assigned lessons.
- Students are expected to complete all work assigned by teachers.

Middle School

- Students at the Middle level may be more experienced in managing digital assignments.
- Students will engage in learning tasks that will be provided by teachers via Google Classroom.
- Grade level team teachers will provide learning activities in the subjects of reading, writing, math, science, social studies and world language; Fine and Practical Arts, as well as ELL, Health and Physical Education teachers will host their own Google Classrooms and deliver activities related to those subject areas.
- Students may receive instruction for new learning through posted readings and Google Slides, recorded video, links to other resources as well as electronic messaging through the Google Classroom.
- Students can expect teachers to be available online to answer questions and to provide feedback on submitted work periodically. Teachers will communicate these times to students in advance.
- Students can expect their counselors and other support staff to be available for guidance and assistance where needed.
- Assignments will be developmentally appropriate and there will be realistic expectations for outcomes that can be achieved through distance learning for students at this age.
- Class assignments will mirror as closely as possible the every day or every other day schedule of classes that students are enrolled in.
- Online lessons and activities should not exceed 30 minutes per subject area per day.

- Students are expected to complete all work assigned by teachers.

High School Students

- High school students may already have extensive experience and involvement in using online platforms for their learning.
- All high school work will be provided initially to students through Google Classroom.
- Teachers will provide learning activities in the subjects of reading, writing, math, science, and social studies; Fine and Practical Arts, as well as ELL, Health and Physical Education teachers will host their own Google Classrooms and deliver activities related to those subject areas.
- Students may receive instruction for new learning through posted readings and Google Slides, recorded video, links to other resources as well as electronic messaging through the Google Classroom.
- Students can expect teachers to be available online to answer questions and to provide feedback on submitted work periodically. Teachers will communicate these times to students in advance.
- Students can expect their counselors and other support staff to be available for guidance and assistance where needed.
- Online lessons and activities should not exceed 30 minutes per subject area per day.
- Students are expected to complete the work assigned by teachers and should communicate any difficulties in doing so directly with teachers.

Special Education/Counselors/School Psychologists and Related Services

- Students receiving special education services will be provided appropriate learning activities under the direction of the case manager to the fullest extent practical.
- Delivery of special education modifications and assignments will take place through a combination of Google Classroom and email, as appropriate for each student to the fullest extent practical.
- When appropriate, related services activities will be provided to the fullest extent practical to support student goals.
- Students can expect their counselors and other support staff to be available for guidance and assistance where needed.

Teacher Expectations

Teachers will play an active role in the teaching and learning that students experience under our distance learning plan. Teachers K-12 will primarily use email and Google Classroom to communicate learning expectations and deliver assignments to parents and students. Just as students are engaging in new ways to learn, teachers are learning new ways to teach. This is as much a learning process for teachers as it is for students. During the period in which the distance learning plan is in effect, expectations for teachers and other certified staff members will also include:

- Providing engaging activities using a variety of methods and on line apps
- Monitoring students' progress daily and providing feedback in a timely manner
- Communicating with parents, guardians and caretakers via email
- Collaborating with various colleagues in an effort to ensure the needs of the students are met as well as provide modification where necessary

Special Education/Counseling/School Psychologists and Related Services

- Reasonable email correspondence with students and parents in a timely manner
- Collaborating with general education teachers to ensure that lessons for students with Individualized Education Plans (IEP) are appropriately scaffolded
- Instructing students through recorded/live video using online platforms such as Google Meet and scheduled through Google Calendar
- Providing alternative assignments for students when appropriate
- Providing activities that reinforce skills being developed toward achieving IEP goals
- Participating in CSEs through phone or online conferencing
- Entering grades for completed assignments and assessments into the gradebook
- Be available for student guidance and counseling where needed.

Parent Expectations

It has been well-documented that parent involvement in children's education correlates with higher academic achievement. Similarly, successful implementation of our distance learning plan will depend greatly upon parent support and engagement, regardless of the age of the students. While parents will not be expected to take the place of the teacher, it is critical that parents consistently remind students that the learning which takes place via a digital or print experience is as important as the learning that takes place in the classroom. In order to effectively partner with the North Salem Central School District during a prolonged absence, parent involvement will ideally include:

- Developing a realistic, yet flexible, schedule for completion of school work (this is especially important since you may likely be balancing atypical demands and challenges in your own schedule related to the same situation which has forced an extended school closure)
- Creating a dedicated school work space
- Assisting with technical issues to ensure online activities can be accessed
- Supporting at-home learning as much as possible

- Regularly checking email, school websites or Google Classroom in order to receive important updates
- For students in the elementary grades, maintaining work logs as evidence of work completion and uploading work samples as requested by teachers
- For students in the middle and high school levels, monitoring completion of work assigned through Google Classroom
- Understanding and communicating to students that work assigned by teachers is not optional; the expectation is that assigned work will be completed
- Proactively communicating with classroom teachers, special education teachers, related service providers, mental health workers, and administrators when you or your child is in need of assistance or if a need is not being met

Suggested Quick Links

[North Salem Central School District Website](#)

[North Salem Middle School/High School Website](#)

[Pequenakonck Elementary School Website](#)

[Pupil Personnel Services Website](#)

[Counseling Department Website](#)

[Distance Learning North Salem Middle School High School](#)

[Distance Learning PQ](#)