

Lackawanna City School District Remote Instruction Plan



Introduction

Beginning with the 2023 – 2024 School Year, Lackawanna City School District is required to have a Remote Instruction Plan as part of the District Wide Safety Plan. The district has put together a plan to support students, staff and families in the event there is a need to transition to remote instruction at any point due to weather, a pandemic or any other situation that may arise.

As always, the intent of this plan is to maximize student learning while supporting the community and ensuring that all students and staff are safe. This plan was constructed with input from our stakeholders and maintains consistency between learning models (in-person, hybrid or 100% remote).

We will continue to work together to ensure that all students have a positive learning experience regardless of the situation being faced and together we can overcome any obstacle.

Thank you!

PreK – 5 Remote instruction Plan

All PreK – 5 classrooms have carts with iPads. Each classroom has enough iPads in the cart for every student to have their own assigned iPad. Each student is assigned a specific iPad to use daily in the classroom (the teacher assigns the iPad to the student). Lackawanna City School District utilized Microsoft 365 for staff communication and student learning. The district has REMIND HUB as a means of communication for all staff and families to utilize as well.

The district utilizes ClassLink for students to access all learning apps within the iPad. Students will be provided with a QuickCard to scan so students can easily access ClassLink and not have to memorize their district email address and password.

If the district is required to transition to 100% remote instruction, all students will be provided with an iPad (and charger) and ClassLink QuickCard to ensure instruction can continue without any interruption.

If the district transitions to Hybrid instruction (some in person / some remote), students will be placed into Instructional Groups (determined at the start of each school year) and will receive in person instruction on specific days (M-T or TH – F) based on that Instructional Group and asynchronous remote learning on other days of the week. Some special circumstances may require in person instruction more than the designated 2 days per week and that will be determined per situation. Students will be provided with iPads and log in credentials during Hybrid instruction and may need to bring the technology to school based on teacher requirements.

ENL students with Entering, Emerging and Transitioning levels will have the option to attend classes 4 days per week (if social distancing is required and class sizes allow)

Special Education students that are in self-contained classrooms will have the option to attend classes 4 days per week

Teachers in grades PreK – 5 will utilize Microsoft TEAMS, SeeSaw or Remind to communicate with families. Students will submit assignments and receive instruction in grades PreK – 5 via SeeSaw.

SPECIAL CIRCUMSTANCES:

Suspension – any student that is suspended for more than 5 days will be provided with appropriate technology (iPad) to ensure that they can continue to participate in assignments with tutoring. The parent / guardian will need to pick up the technology at the McKinley Administration Building (by appointment with the Principal of Technology) or the tutor may take the paperwork and device to the family on the first day of tutoring.

Medical Instruction – any student that is out for medical instruction will be provided with a device from the district to ensure continuous instruction from a district provided tutor. The parent / guardian will need to pick up the technology at the McKinley Administration Building (by appointment with the Principal of Technology) or the tutor may take the paperwork and device to the family on the first day of tutoring.

Special Education Out of District Placed (OODP) Student– for any Special Education student that is placed at an OOD location, Lackawanna City School District will provide those students that require technology with a device. The parent / guardian of the Special Education students must sign all district required technology forms prior to being provided necessary technology. All technology needs to be returned to the district for updates at the end of each school year

(June) and may be returned to students that are participating in extended school year programs (technology must be deemed necessary for instruction).

Grades 6 – 8 Remote instruction Plan

All classrooms in Grades 6 – 8 have carts with laptops. Each classroom has a cart with 25 laptops, which is enough for each student to have their own laptop assigned to them each period. Each student is assigned a specific laptop to use during each class (the teacher assigns the laptop to the student). Lackawanna City School District utilized Microsoft 365 for staff communication and student learning as well as Schoology. The district has REMIND HUB as a means of communication for all staff and families to utilize as well.

The district utilizes ClassLink for students to access all learning apps. Students will use their district provided email address and password to log into ClassLink. Students are provided their email address at the start of the school year (in grade 6) and the default password at the beginning of each school year. The students are prompted to change their password at the beginning of each school year to ensure that their password is unique to each individual student. The student is responsible for learning the password and keeping it private.

If the district is required to transition to 100% remote instruction, all students will be provided with a laptop (and charger) and an index card with their email address and default password to ensure that students can access learning materials and necessary platforms for instruction. The

students will be taught how to change their password to ensure digital safety and security during remote learning.

If the district transitions to Hybrid instruction (some in person / some remote), students will be placed into Instructional Groups (to be determined at the start of each school year) and will receive in person instruction on specific days (M-T or TH – F) based on that Instructional Group and asynchronous remote instruction on the other days of the week. Some special circumstances may require in person instruction more than the designated 2 days per week and that will be determined per situation. Students will be provided with laptops and log-in credentials to ensure continuous learning. During hybrid instruction, students may need to bring the technology to school based on teacher requirements.

Teachers in grades 6-8 will utilize Microsoft TEAMS or REMIND HUB to communicate with families. Students will submit assignments in grades 6-8 via TEAMS or Schoology.

SPECIAL CIRCUMSTANCES:

Suspension – any student that is suspended for more than 5 days will be provided with appropriate technology to ensure that they can continue to participate in assignments with tutoring. The parent / guardian will need to sign the appropriate technology forms (if not already signed) and then the student or parent / guardian can pick up a laptop from the Technology Desk in the MS / HS Guidance Wing or the assigned tutor can take a device to the student.

Medical Instruction – any student that is out for medical instruction will be provided with a device from the district to ensure continuous instruction from a district provided tutor. The parent / guardian will need to sign the appropriate technology forms (if not already signed) and then the student or parent / guardian can pick up a laptop from the Technology Desk in the MS / HS Guidance Wing or the assigned tutor can take a device to the student.

Special Education Out of District Placed (OODP) Student– for any Special Education student that is placed at an OOD location, Lackawanna City School District will provide those students that require technology with a device. The parent / guardian of the Special Education students must sign all district required technology forms prior to being provided necessary technology. All technology needs to be returned to the district for updates at the end of each school year (June) to be updated and may be returned to students that are participating in extended school year programs (technology must be deemed necessary for instruction).

Grades 9 – 12 Remote instruction Plan

All students (without an outstanding invoice from previous laptop damage) in Grades 9 - 12 have been provided with a 1:1 device (laptop and charger). Each student is assigned a specific laptop to use throughout the school year. Lackawanna City School District utilized Microsoft 365 for staff communication and Schoology student learning. The district has REMIND HUB as a means of communication for all staff and families to utilize as well.

The district utilizes ClassLink for students to access all learning apps. Students will use their district provided email address and password to log into ClassLink.

If the district is required to transition to 100% remote instruction, all students in grades 9 – 12 will continue to use their district provided laptop to ensure instruction will continue without any interruptions. For any student that has an outstanding invoice or for any student that has not signed any required technology department paperwork, these students will be provided with a laptop / charger to ensure continuous learning.

If the district transitions to Hybrid instruction (some in person / some remote), students will be placed into Instructional Groups (to be determined at the start of each school year) and will receive in person instruction on specific days (M-T or TH – F) based on that Instructional Group and asynchronous remote instruction on the other days of the week. Some special circumstances may require in person instruction more than the designated 2 days per week and that will be determined per situation. Students will be provided with laptops and log-in credentials to ensure continuous learning. During hybrid instruction, students may need to bring the technology to school based on teacher requirements.

Teachers in grades 9-12 will utilize Microsoft TEAMS or Remind to communicate with families. Students will submit assignments in grades 9-12 via TEAMS. or Schoology

SPECIAL CIRCUMSTANCES:

Suspension – any student that is suspended for more than 5 days will be provided with appropriate technology to ensure that they can continue to participate in assignments with tutoring. The parent / guardian will need to sign the appropriate technology forms (if not already signed) and then the student or parent / guardian can pick up a laptop from the Technology Desk in the MS / HS Guidance Wing or the assigned tutor can take a device to the student.

Medical Instruction – any student that is out for medical instruction will be provided with a device from the district to ensure continuous instruction from a district provided tutor. The parent / guardian will need to sign the appropriate technology forms (if not already signed) and then the student or parent / guardian can pick up a laptop from the Technology Desk in the MS / HS Guidance Wing or the assigned tutor can take a device to the student.

Special Education Out of District Placed (OODP) Student– for any Special Education student that is placed at an OOD location, Lackawanna City School District will provide those students that require technology with a device. The parent / guardian of the Special Education students must sign all district required technology forms prior to being provided necessary technology. All technology needs to be returned to the district for updates at the end of each school year (June) to be updated and may be returned to students that are participating in extended school year programs (technology must be deemed necessary for instruction).

STAFF Remote Instruction

All full time Lackawanna City District employees have been provided with a district device in the event staff may need to transition to remote work. Any staff that need wifi access at home can request a Kajeet from the district to ensure the ability to work from home without any interruptions.

If the district is 100% remote due to weather conditions, staff will receive directions for reporting to work from the Superintendent.

If the district must transition to remote instruction due to emergency health conditions, Lackawanna City School District will follow the guidelines issued by NYSED and the Federal Government.