Sandy Creek Central School District
"Comet Pride is Community-Wide!"

Sandy Creek Central School District Remote Instructional Plan 2023-2024

Beginning with the 2023-2024 school year, all public school districts must develop provisions, as part of the annual District-wide School Safety Plan, which addresses six different regulatory components related to how they will provide remote instruction under emergency conditions. The purpose of these Emergency Remote Instruction Plans (ERI Plans) will serve to ensure that there is a common understanding about remote instruction amongst district staff, teachers, families, and students.

Based on our history with providing remote instruction, along with input from key stakeholders, the following plan is in place for the 2023-2024 school year. To inform the administrative team about potential student and family needs to support remote instruction under emergency conditions, the district will begin collecting current data through the annual ParentSquare Student Digital Resource Survey (September 2023).

Required Components:

1. **Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction. §155.17(c)(1)(xxi)(a)**

   Access to and dissemination of devices:
   The Sandy Creek District has a 1:1 device model in place. All students at K-12 have an assigned Chromebook. Students at grades 6-12 have the ability to take these devices home on a daily basis while devices at K-5 are typically stored in classrooms. In the event that students at K-5 needed to access these devices as part of a planned distribution, the chromebooks would be sent home with students prior to the remote learning period. If the need to disseminate devices to elementary students was unprompted, the administrative team and staff would deliver devices to individual homes as needed.

   Communication:
   All students will participate in synchronous instruction. To ensure that all devices are with students and to support building level remote learning plans, the administrative team will use ParentSquare for group posts and/or to message parents and guardians directly in regards to disseminating remaining devices. In the event that parents or guardians are not using the ParentSquare App, the staff will also utilize other forms of communication such as email, individual phone calls, and other components of the Google Suite.

   Servicing and/or replacement of devices:
   The district also utilizes a help desk approach for students, staff, parents and guardians when devices need to be serviced or replaced. Students, or their parents, can directly contact the Technology Department by phone at (315) 387-3445 Ext. 1949 or through the established student electronic helpdesk (https://students.sandycreekcsd.org/) when support is needed.

Student Digital Resources data collection and application:
To best identify individual student needs, the district surveys parents and guardians each year about digital resources. This survey is updated annually and disseminated through multiple formats. This information is typically collected through ParentSquare and can be updated at any point throughout the year. To ensure that this data is accessible by the district staff, the collected data results

If parents or guardians do not complete this survey, a hard copy is also mailed home. The Individual Student Digital Resource results informs essential staff in regards to the device most often used in the home, ability to access the internet in their primary residence, type and reliability of the internet, along with possible barriers to accessing sufficient and reliable internet.

2. **Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. §155.17(c)(1)(xxi)(a)**

   Determining the need for access to internet:
   Using the Student Digital Resources Collection process, the district will determine the need for access to the internet in students' places of residence. Over the past years (dating back to 2019), the district has identified students without access to the internet or those with barriers. This list will be updated with the 2023-2024 data collection through ParentSquare (or other avenue if needed).

   Ensuring that all students have access to internet:

   The district maintains a fleet of Kajeets from multiple broadband service providers and will utilize data from the Student Digital Resources collections process to ensure students have access to the internet. Additionally a list of municipalities will promptly be shared via ParentSquare (in the event that the remote district plan is initiated), such as the school district and Sandy Creek Public Library, that currently offer public internet access at various site locations.

3. **Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. §155.17(c)(1)(xxi)(b)**

   Identifying and supporting all staff with tools to deliver emergency remote instruction:
   All teachers and instructional support staff are assigned individual laptops or Chromebooks. As part of the previous district remote learning experiences, the staff has been surveyed to determine Wi-Fi access and availability from places of residence. In addition to parents or guardians, the district will also update staff survey results to ensure that all new hires or existing staff currently have sufficient and reliable access to deliver emergency remote instruction from their places of residence. Kajeets will be provided to all staff unable to secure reliable internet.

Remote Learning School Day Configuration		
Elementary	50% synchronous instruction	50% asynchronous instruction
Middle & High School	75% synchronous instruction	25% asynchronous instruction

Personalized remote instruction for English Language Learners:
For the few students needing ELL support, the certified ESOL (English to Speakers of Other Languages) will work with district administration to support their specific requirements and instruction.

Training to support staff with providing remote instruction:
Training will be provided to teachers in order to help adapt their instruction to the district expectations on staff development days, study groups, pre-recorded sessions and other offerings through BOCES.

4. **A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate. §155.17(c)(1)(xxi)(c)**

   Process to determine when remote instruction via digital technology is not appropriate for certain students:
   Every student having a disability will be considered on an individual basis. Contingency plans will be developed for those students who are not able to participate or receive their services virtually. A variety of platforms and modalities may be used for specific students in order to provide them with the greatest accessibility based on their needs.

   Providing internet access when needed:
   The district will provide Kajeet broadband hotspots to all students who do not have adequate internet access.

5. **A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education. §155.17(c)(1)(xxi)(d)**

   Process to ensure that special education and related services will be provided remotely:
   To the greatest extent possible, services, accommodations, modifications, supplementary aids, and assistive technology that are part of a student's IEP or 504 plan will be provided in a manner consistent with protecting the health and safety of students, families, and service providers. The overarching goal is to ensure that our students with disabilities are receiving Free Appropriate Public Education (FAPE).

All students will have access to the general education curriculum. Opportunities will be provided for students to work on IEP goals so that individual progress continues to be monitored. Special education teachers/case managers will collaborate with classroom teachers to discuss ways in which to best address the needs of students remotely. Additionally, paraprofessionals will be utilized to assist with providing accommodations and modifications as needed.

Coordination of services during remote instructional period:
The CSE office will work collaboratively with all service providers such as Pemberton Associates, BOCES programs, and all other providers of services to special education students in our district. CSE meetings will be held virtually to keep the safety of our staff and students in place. At each student's annual review, it will be discussed whether or not students will require compensatory services moving forward based on any loss of learning during the remote instructional time frame.

6. **For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for each day spent in remote instruction due to emergency conditions pursuant to section 175.5 of this Chapter.**

    Number of instructional hours during remote period(s):
    The district will provide the same number of hours per day (as regular instructional day) during any emergency remote learning period. As a result, the district will claim the same number of hours as a typical school day for each day of any emergency closure.