

Jasper-Troupsburg CSD Remote Instruction, Testing, and Contact Tracing Information for Parents/Guardians and Community Members

As you well know, the Jasper-Troupsburg CSD submitted its reopening plan to the NY State Education Department last week. Since then, Governor Cuomo announced that all schools in New York State could reopen in compliance with their submitted reopening plans. As part of his recent decisions, he has mandated additional requirements to include the following:

- Hold three (3) virtual discussion sessions with parents and guardians by August 21 and one (1) teacher only meeting. The faculty and staff virtual discussion session is scheduled for August 11, 2020. *Additional information and dates for the three required sessions for parents and guardians will be provided in the very near future.*
- Clarify and repost portions of the plans for COVID-19 testing and Contact Tracing. The Jasper-Troupsburg Central School District will comply with the New York State Department of Health and the New York State Education Department guidance stipulations as noted below taken directly from each respective document:

We are NOT TESTING students or staff at school. Any needed tests will be done in consultation with the Steuben County Health Dept. and primary care physicians.

NYS DOH

Page 5:

Testing Protocols

Process for the provision or referral of diagnostic testing for students, faculty and staff for COVID 19 in consultation with local health department officials, when needed before allowing such individuals to return to school in person.

SED Guidance

Page 41:

COVID-19 Testing

It is strongly recommended that **SCHOOLS COMPLY WITH CDC GUIDANCE AND NOT CONDUCT COVID-19 TESTING OR REQUIRE TESTING OR ANTIBODY TESTING OF STUDENTS OR STAFF MEMBERS.** The decision of whether a test needs to be conducted should be determined by a healthcare provider or the local department of health.

Contact Tracing:

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The District will cooperate with state and local health department contact tracing. The District will assist the Department of Health in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- assist the Department of Health in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program. Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not determine who is to be excluded from school based on contact without guidance and direction from the Department of Health.

Please be aware, the Jasper-Troupsburg CSD intends to open in September as usual, using appropriate safety precautions as required by the New York State Department of Health.

Students must attend in person classes unless the necessary and appropriate documentation from a physician documents a medical necessity making in person instruction problematic and/or an unsafe environment for an individual student.

At this time, parents/guardians who do not wish to send their children to school for in person instruction may provide the Superintendent's office with a formal request to home-school their children for the 2020-21 academic school year. Those who wish to know more about that option are encouraged to contact the school district for more information.

Fall 2020: Instructional Information for Families

This fall, Jasper-Troupsburg CSD will continue to implement instructional practices that provide consistency across learning environments and ensure the safety of students and staff.

In- Person	Hybrid	Remote or Virtual Classrooms
<p>* In this model – JT students will report to school daily.</p> <p>* Staff and Students will wear masks (when unable to appropriately social distance)</p> <p>* Scheduling and classroom set-up will take into account the need for masking, social distancing, to the best of everyone’s ability, and disinfecting staff/student work and personal spaces.</p>	<p>* In this model – JT students will receive instruction in both a remote/virtual setting and in the classrooms. When students are learning remotely, they must follow the normal class schedule, even when home, to maintain pace with their cohort and peers.</p> <p>*All in-person regulations, cleaning schedules, masking, and distancing apply, to the best of everyone’s ability, when students are in the school buildings.</p>	<p>* In this model – JT students will receive remote/virtual instruction.</p> <p>*The Elementary school building (K-6) will use Nearpod, SeeSaw, and Zoom and educational platforms for learning.</p> <p>*The High School building (7-12) will use Microsoft Teams and Zoom for educational platforms for learning.</p>

Regardless of learning environment, the Jasper-Troupsburg CSD is committed to ensuring that students have an equitable experience and access to high quality instruction:

- Jasper-Troupsburg CSD will utilize the strategies and best practices in the classroom using technology associated with blended learning to design learning activities for all students.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to Jasper-Troupsburg CSD curriculum and NYS Next Generation Standards.
- Students who begin the year in face-to-face learning at school may move into remote learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- Remote and face-to-face experiences will utilize Nearpod, SeeSaw, and Zoom in the ES building and Microsoft Teams and Zoom in the HS building. Both buildings will provide similar expectations around coursework and follow the same grading guidelines as in normal operations.

IN-PERSON LEARNING

Students and teachers will attend class in-person, five days a week, with additional safety measures in alignment with state and federal guidelines and recommendations.

- In this setting, teachers will provide face-to-face instruction using learning resources and applicable support utilizing the designated educational platforms for each building. (JTES – Nearpod, SeeSaw, and Zoom and JT Jr/Sr HS Microsoft Teams and Zoom)
- Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote in the event of a temporary school closure due to COVID-19 spread.
- District-directed and building-designed safety procedures will be implemented.
- Grades 7-12 students will be assigned schedules based upon their course selections made last spring.

REMOTE LEARNING

Remote learning opportunities will allow students to engage in high quality learning experiences utilizing instructional resources while meaningfully maintaining connections between teachers and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- Teachers will teach remote students from their classrooms or other assigned JTCS D facilities.
- In such settings, teachers will also provide instruction, learning resources, and support through the use of Nearpod, SeeSaw, Microsoft Teams, or Zoom.
- Parents will support students as a “learning coach” to ensure they have access to a device, a place to work, and are actively engaging in virtual learning activities.
- We will ensure open lines of communication between teachers, students, and parents as we work together to ensure each student’s academic and social-emotional future readiness.
- Teachers will utilize the same curriculum as students who attend face-to-face instruction. They will design strategies for learning in remote environments.
- Grading will be consistent with the guidelines and practices used as in all face-to-face instruction.

Remote Synchronous Learning is defined as two-way, real-time, live instruction between teachers and students through a computer and/or other electronic devices.

JTCS D student expectations for *synchronous* learning:

- Students attend class on time, per their class schedule.
- Students will follow all JTCS D Code of Conduct expectations, including the dress code.
- Students will be ready to engage and learn.
- Students should have a designated, distraction-free workspace to engage in learning.
- Students will show their face on the screen to engage with the teacher virtually.
- Students will participate in the class activities, discussions, and assignments.

While in a remote learning environment, time management is critical to success. Students and teachers must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact the teacher for additional assistance.

Attendance for Remote Learning

Students will attend synchronously unless internet and/or childcare issues present themselves, in which case, students will be availed of asynchronous opportunities.

Parents and students will receive absence notifications via SchoolTool and/or the health office as in normal circumstances.

Any absences recorded, but resolved by the student/parent/guardian before 11:59 p.m on the same day, will be reconciled based on login records of the applicable platform(s) utilized by faculty and staff.

Instructional Roles & Learning Tools for ALL Learning Environments

Although students may be learning in different environments, JTCS D is committed to providing consistency in high quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR ALL ENVIRONMENTS

Preparation for Learning	
Student	<ul style="list-style-type: none"> • Be prepared for learning each day and have work and assignments completed and ready. • Complete coursework by deadline set by teachers. • For face-to-face learning: Take all materials and devices home each day in order to be prepared for possible school closure.
Parent	<ul style="list-style-type: none"> • Access parent/guardian resources to learn how students will navigate Nearpod, SeeSaw, Microsoft Teams, and/or Zoom. • For face-to-face learning: Encourage your child to have their belongings in their backpack, including a device, if applicable, and ready for school the night before. • Create a designated place in your home for your student(s) to use as their remote classroom.

Teacher	<ul style="list-style-type: none"> • Meet daily/weekly with collaborative teams to plan instruction for all students. • Utilize the district curriculum documents and follow the scope and sequence. • Upload “Week at a Glance” for parents and students in Nearpod, SeeSaw, or Microsoft Teams. • Upload weekly instructional materials into Nearpod, SeeSaw or Microsoft Teams. • Be prepared to teach daily lessons. • Take all materials and devices home each day in order to be prepared for possible school closure.
Learning & Teaching Expectations	
Student	<ul style="list-style-type: none"> • Attend classes according to school schedule (either face-to-face or remotely) and give your best efforts in your school assignments. • Participate in face-to-face learning activities or live synchronous virtual sessions as instructed by teachers. • Be organized in your work and in getting assignments/projects completed. • Ask questions and communicate with your teacher often. • Be aware of what you should be learning each day. • Become familiar with the structure of your educational learning platform and how your teacher organizes information. • Turn in assignments on time.
Parent	<ul style="list-style-type: none"> • Access Parent Portal (grades 7-12) to view student grades. • Check in with student(s) to monitor completion of homework and assignments. • Discuss your child’s favorite part of their day and what they learned in school. • Facilitate academic support and encouragement; be a learning partner to motivate and guide your child throughout the school year in your role as a learning coach. • Provide your child with assistance on their day-to-day activities with the exception of designated independent work. • Consider creating a designated learning/study space for your child at home to learn and complete assignments comfortably.

	<ul style="list-style-type: none"> • Maintain communication with your child’s teacher by phone, email, and/or online meetings to create a learning partnership. • Monitor and ask for evidence that your child is on track with assignments and coursework.
Teacher	<ul style="list-style-type: none"> • Teach students how to access learning materials through the designated educational platforms. • Provide face-to-face or live synchronous instruction and facilitate learning throughout the day. • Manage online and offline resources to provide consistency and routines for students. • Provide clear learning goals for students. • Follow the expectations established across the district for either Nearpod, SeeSaw, Microsoft Teams or Zoom. • Check student assignments in a timely manner and give feedback daily in verbal or written form to ensure understanding and/or necessary academic interventions/extensions. • Post grades in a timely manner according to building/district grading guidelines.

Support and Intervention	
Student	<ul style="list-style-type: none"> • Attend intervention/tutorial sessions as established by your teacher or school.
Parent	<ul style="list-style-type: none"> • Allow your child to attend intervention/tutorial sessions as needed. • Assist in supporting your child’s needs by establishing and managing the daily schedule communicated by the teacher. • Help your child own their learning. Provide support and encouragement and expect your children to do their part.
Teacher	<ul style="list-style-type: none"> • Provide intervention or tutorial sessions as needed. • Follow student IEPs / 504 accommodations in all learning environments. • Use data to pinpoint students’ specific needs for enrichment and intervention. • Monitor student progress with fidelity according to recommendations. • Provide and communicate office hours or conference periods for student/parent support. • Attend and participate in professional learning.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

	Information
Device	All students will be offered a device (K-4 iPads, and 5-12 laptops) to use in either learning environment.
Instructional Platform	<ul style="list-style-type: none"> All teachers, Grades K-6 will use Nearpod, SeeSaw, and Zoom, Grades 7-12 will use Microsoft teams and Zoom, as their primary learning management system and communication tool for the 2020-2021 school year. Assignment submissions: For both environments, student assignments will be submitted (as much as possible) through online platforms to eliminate unnecessary contact and shared materials.

	Information
Online Resources	<ul style="list-style-type: none"> All teachers in K-12 will be enhancing instruction through the use of online resources to engage students in high quality learning experiences. Students will have access to online resources. The district will not require or support any resources, platforms, or apps that require direct fees or an associated cost to any family.
Communication	<ul style="list-style-type: none"> Communicating with teachers: <ul style="list-style-type: none"> All teachers will establish and communicate office hours or conference times when they are available to meet with parents and/or answer student questions. Contact information will be provided at the beginning of each semester and posted as part of building approved educational learning platforms. Use of student email: <ul style="list-style-type: none"> Students in Grades 7-12 will be provided a district managed email account and Microsoft 365 account beginning in the fall of 2020. These accounts should be utilized for all communications directly between teachers and students.
Technology	Jasper-Troupsburg CSD recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming. JTCS D is preparing for remote learning and possible school closures due to COVID-19 as follows:

	<ul style="list-style-type: none">• Learning devices and/or WiFi hotspots, if signal is accessible in specific areas throughout the district, will be provided as needed or appropriate.• No deposit is required.• Students and families are expected to follow guidelines for care and use in order to ensure these public resources are effectively maintained.• Relevant notifications, instructions, procedures, policies, and processes are available on the JTCSD website.
--	---