

## **11. Continuity of Instruction Plan (COIP)**

### **Purpose**

In the event of school closures wherein the Superintendent of Schools in consultation with the pertinent authorities' mandates remote instruction for entire class(es), school(s) or the District, the Online Remote Instruction model utilizing synchronous teaching with the child's teacher(s) online will be initiated.

- Students receive instruction remotely 5 days per week (excluding holidays).
- Related services are provided remotely.
- Social emotional learning and supports are integrated into the instructional program and are delivered remotely.

### **Actions**

#### **Devices**

A computer or laptop and Internet access are required for instruction. If your child does not have a computer, please look for information on your child's school website to confirm times the devices will be available for pickup. If internet is not available at home the district will work with partner to provide hot spots to parents. Look for information on the district website on how and where to pick up the devices.

- Laptops or Chromebooks will be signed out based on the discretion and lead of each school administration.
- All devices signed out still adhere to the district technology policy when it comes to proper use.
- During remote instruction, students may utilize their Smartphone to log onto Microsoft Teams/Schoology

#### **Learning Management**

The district will utilize Schoology/Microsoft Teams to conduct synchronous learning. Teachers will use the platform to provide assessments, homework assignments and communicate with students during the school day. Schoology is efficient, easy-to-use tool that helps teachers manage coursework. Teachers and students can sign in from any computer or mobile device to access class assignments, course materials, and feedback.

#### **Class Video Conferencing**

Teachers and students will adhere to their given school schedule meeting virtually on Microsoft Teams. Students are expected to join remotely and participate when necessary.

### **Remote Instruction Support**

As necessary, the school will provide instruction on using remote instruction technology and IT support for students, teachers, and families. Professional learning is ongoing throughout the school year on all IT platforms. Teachers will continue to use the curriculum aligned resources provided by the district as well as supplemental platforms. Many of the material can be found on Clever.

- District & Supplemental Remote Platforms Available:
  - Benchmark
  - I Ready
  - PNWBOCES
  - HMH
  - Nearpod
  - BrainPOP
  - Castle Learning
  - IXL
  - Lalilo (K-2)
  - Khan Academy

### **Preparation: Equipment**

The district will ensure that students and teachers have the necessary equipment at home to participate in synchronous and/or asynchronous learning. When the district encounters a situation that elevates the potential for online learning days, the district will notify staff.

1. Staff should be directed to bring necessary equipment home each day in the event of sudden closure. Laptop carts are always readily available and can quickly be prepared for distribution. A contract and consent form will be prepared and disseminated to schools in advance for both teachers and students.
  - a. Equipment may include:

#### **Teachers**

- € Laptops and charger
- € List of websites to provide student resources

#### **Students**

- Chromebook & charger
- Clever Badges/Passwords and PowerSchool Access
- Password resets can be done by calling the YPS Help Desk (914) 376- 8280 or emailing them at [helpdesk@yonkerspublicschools.org](mailto:helpdesk@yonkerspublicschools.org)

**Preparation:****Schoology**

Not all teachers within the district utilize the LMS in the same way. Classes and students are rostered for all teachers. In the event a course needs to be added the following preparatory steps should be followed:

1. Create a “Class” for each group of students that will be taught. Classes can be created by clicking the Classes tab at the top and going to “My Courses”
  - a. Click “Create a Course” and fill out all the fields.
2. Add all students to the class under the “members” tab on the left-hand side. This is done by searching for students and adding them individually or as a group. (Don’t forget to click the add members button.
3. Prepare all necessary materials associated with the class such as the ones shown below. Each can then be attached to individual assignments.
  - a. Word or PPT files
  - b. PDF Files
  - c. Website links

**Microsoft Teams**

Teams will be used to video conference and meet with students synchronously during class time.

Teachers can use Teams as an LMS to assign or collect assignments as well as grade student work. (This will not replace using the Power Teacher Pro gradebook)

[Microsoft Teams Educator Guide](#)

[Teams Distance Learning](#)

**Attendance and Gradebook**

1. Student attendance is verified by the teacher and can include:
  - a. logging in to class page in Schoology and completing an assignment

- b. Email exchange or message through Schoology with the teacher.
  - c. Parent Verification
  - d. Joining and participating in a Teams classroom meeting.
2. Use of the gradebook is encouraged but is in the process of phase in. The gradebook is managed and updated weekly by the teacher. This can be done within Schoology and synced with PowerSchool.
3. Each building principal has an instructional plan for the building and will work with staff members on the best course of action for students who are not participating or attending class.
4. In the event of school closures, the district will provide relevant information on District Website which includes links to individual schools (PUT HYPERLINK HERE)

### **Other Instructional Options**

The district may use one or more of the following additional methods to ensure the continuity of teaching and learning in the event of student absences or school closures. The district will work with families to accommodate students with disabilities.

- **Hard copy packets:** Textbooks, packets or portions from textbooks, photocopies of reference materials, curricula, and assignments can be prepared in advance for distribution to affected students. (If circumstances allow for it)
- **Online materials or other content:** Digital copies of textbooks, reference materials, assignments, and audiovisual learning supports will be made available on the Internet using district websites.