



E-Learning Plan

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Overview

Hello Cougars! The Garrison UFSD has developed this document as a guide into “Electronic” or E-Learning! This is an incredible opportunity to test the limits of our capacity as educators and learners. We are excited and confident that we will all successfully continue to provide an exceptional, high-quality education for our students.

Parents, as reflected in this guidance, we are recommending use of technology to share materials/knowledge, but without the expectation for students to be in front of screens for

the entire instructional day. This is not representative of our highly-rigorous instructional practice, nor will it be present in our distance, e-learning assignments.

You will notice scheduled times designated in the “Schedule for E-Learning” below. This is time specifically for students to login to Google Classroom to access content, materials, and assignments via Google Classroom. Once their time is complete, they may continue classwork off-line, read, create, or enjoy activities posted by classroom and special area teachers in Art, Music, Physical Education, or Theater!

Please encourage your child/ren to interact and ask questions (comment and/or post) via Google Classroom. If this is not possible, please email your child’s teacher directly.

District Mission Statement

“The Garrison Union Free School District is dedicated to creating a mutually caring, respectful and stimulating environment. This will foster self-esteem and love of learning by empowering our children to excel academically, socially, creatively and physically.

The school district will develop evolving curricula and instructional methods to meet the needs of the children enabling them to experience success and to reach their full potential.

These goals are accomplished when the staff, parents, students and community work as partners to provide enriching educational experiences. Our ultimate objective is to challenge all students to become self-motivated, lifelong learners and contributing members of society.”

Goals for E-Learning

- Continue to adapt teaching and learning practice to support the District Mission.
 - Continue to work in partnership with parents and community members to support the District Mission.
 - Develop curricula and E-Learning practice that is thoughtfully-constructed and balanced in online and offline teaching and learning experiences.
 - Continue professional development to build on teachers’ strengths and support them in learning the various platforms for E-Learning delivery.
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Online Learning

The times below represent when your child should be **online** and logged into Google Classroom. All other times during the instructional day should be **offline** and without the use of a device/computer screen. The schedule below will help everyone to appropriately balance screen-time as well as the amount of bandwidth being used at one time. This will also help households with multiple siblings and/or family members in need of devices balance time devices are in use at home.

Please note that our teachers will work as “digital guides on the side” in addition to delivering other modes of instruction. Teachers will be online via Google Classroom during designated E-Learning times to provide any support needed. Time has been set aside for teacher professional development from 2 PM-3 PM to build on their current expertise and learn new skills using the E-Learning platforms.

When completing assignments, we discourage families from printing or downloading PDFs as this uses paper and data unnecessarily. Instead, please take a photo of your child/ren’s work and submit it to Google Classroom. If you have any questions, please ask your child/ren’s teacher for help.

Offline Learning

In addition to suggested lessons and activities from classroom teachers, below are a list of additional activities students may engage in offline:

- Read (independently, with a sibling or family member) ~ Students may even challenge themselves by videoing their reading and sharing via Google Classroom!
 - Journal ~ Compose written responses, stories in notebooks. Students could also create diary entries as well!
 - Play a Game ~ Enjoy a game (boardgames, cards, etc.) with your family!
 - Go Outdoors ~ Enjoy the fresh air, perhaps complete a Physical Education activity shared by Mr. Beckley. As an option, take video of this activity and post!
 - Create and Present a Special Project ~ This may be a wonderful opportunity for siblings across different grade levels and family members to work together on a special project!
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E-Learning Schedule for Students

Students should follow the modified E-Learning schedules below. This schedule includes time for Attendance, E-Learning, E-Homework, Content Areas, Special Areas, Lunch, and Recess.

In an effort to maintain consistency, we will continue to follow our Letter Day schedule (ABCDEF Days) and ask students to virtually attend their appropriate Special Areas and other classes according to the designated letter day.

Key		
	Students	Teachers
E-Learning on Google Classroom	Online via Google Classroom	Teachers Online via Google Classroom and Email
Special Areas (Art, Music, PE, Theater)	Online via Google Classroom	Special Area Teachers Online via Google Classroom and Email
E-Homework on Google Classroom	Student & Parents Post Homework	Teachers Review Homework & Deliver Feedback the Following Day
Content Areas	Offline Learning OR Content Area Activities from Google Classroom	Instructional Support By Teachers
Lunch	Lunch	Lunch
Recess	Recess	Professional Development for Teachers
<p>*These are suggested guidelines and students and parents are encouraged to work collaboratively with classroom teachers.</p>		

E-Learning Schedule by Grade - Elementary School

E-Learning Schedule by Grade - Elementary School						
Online Classwork	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
8:30am-9:00am	Attendance & Assignment Check-In	Attendance & Assignment Check-In	Attendance & Assignment Check-In	Attendance & Assignment Check-In	Attendance & Assignment Check-In	Attendance & Assignment Check-In
9:00am-10:00am	E-Learning on Google Classroom	Math & Science	ELA & Social Studies	Math & Science	ELA & Social Studies	E-Learning on Google Classroom
10:00am-11:00am	ELA & Social Studies	E-Learning on Google Classroom	Math & Science	ELA & Social Studies	E-Learning on Google Classroom	Special Areas (Art, Music, PE, Theater)
11:00am-12:00pm	Lunch	Lunch	E-Learning on Google Classroom	Special Areas (Art, Music, PE, Theater)	Special Areas (Art, Music, PE, Theater)	Lunch
12:00pm-1:00pm	Math & Science	ELA & Social Studies	Lunch	Lunch	Lunch	Math & Science & Social Studies
1:00pm-2:00pm	Special Areas (Art, Music, PE, Theater)	Special Areas (Art, Music, PE, Theater)	Special Areas (Art, Music, PE, Theater)	E-Learning on Google Classroom	Math & Science	ELA
2:00pm-3:00pm	Recess	Recess	Recess	Recess	Recess	Recess
Online Homework	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
3:30pm-4:00pm	E-Homework on Google Classroom	E-Homework on Google Classroom	E-Homework on Google Classroom			
4:00pm-4:30pm				E-Homework on Google Classroom	E-Homework on Google Classroom	E-Homework on Google Classroom
4:30pm-5:00pm (if needed)				E-Homework on Google Classroom	E-Homework on Google Classroom	E-Homework on Google Classroom

***Students will be encouraged to continue to read, journal, play a game, go outdoors, and participate in other self-directed learning activities.**

E-Learning Schedule by Grade - Middle School

Online Classwork	6th Grade	7th Grade	8th Grade
8:30am-9:00am	Attendance & Assignment Check-In	Attendance & Assignment Check-In	Attendance & Assignment Check-In
9:00am-10:00am	Math & Science	Spanish & Special Areas	E-Learning on Google Classroom
10:00am-11:00am	Spanish & Special Areas	E-Learning on Google Classroom	ELA & Social Studies
11:00am-12:00pm	E-Learning on Google Classroom	ELA & Social Studies	Math & Science
12:00pm-1:00pm	Lunch	Lunch	Lunch
1:00pm-2:00pm	ELA & Social Studies	Math & Science	Spanish & Special Areas
2:00pm-3:00pm	Recess	Recess	Recess
Online Homework	6th Grade	7th Grade	8th Grade
3:30pm-4:30pm	E-Homework on Google Classroom		
4:30pm-5:30pm		E-Homework on Google Classroom	
5:30pm-6:30pm			E-Homework on Google Classroom
7:00pm-8:00pm (if needed)	E-Homework on Google Classroom	E-Homework on Google Classroom	E-Homework on Google Classroom
<p>*Students will be encouraged to continue to read, journal, go outdoors, play a game and participate in other self-directed learning activities.</p>			

Approximate Activity/Lesson Duration Times

It is important to us that students do not sit in front of a screen for the entire length of their typical in-school day. We also understand that in some cases, online instruction takes significantly longer than anticipated. Therefore, we have developed guidelines for E-Learning. If you find that your child is taking significantly longer or shorter than these times, please share your observations with your child's teacher so adjustments can be made.

Elementary					Middle
Grade	K-1	2	3-4	5	6-8
Time spent by student on each class/subject	15 minutes per lesson 4 lessons per day 60 minutes	20 minutes per lesson 4 lessons per day 80 minutes	25 minutes per lesson 4 lessons per day 100 minutes	25 minutes per lesson Up to 6 Classes 150 minutes	30 minutes per lesson Up to 6 Classes 180 minutes

Guidelines for Appropriate Student Behaviors for E-Learning

Teachers and students should follow these guidelines to ensure productive, respectful class time through all of our E-Learning platforms.

- **Practice Social Distancing.** The reason we have turned to E-Learning is to practice social distancing, in order to prevent the spread of the virus. Please do not congregate at each other's homes to do work, socialize, etc. — we want you to stay safe and healthy.
- **Everyone is visible in a synchronous videoconference.** Students should dress appropriately and should be in a comfortable work space with their iPad or laptop. It should be a quiet place with minimal distraction. The background should be appropriate for a child's learning environment.
- **Focus and engage.** While in a synchronous videoconference, the microphone should be muted and released only when speaking in the virtual class. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by the teacher.
- **Respect.** Respect the privacy of other participants. Do not take screenshots or pictures of your teacher or fellow students. Do not make any audio or video recordings. These behaviors violate our policies and inappropriate behavior could result in disciplinary action. Also the use of headphones when engaging in a voice/video chat, will help to ensure the privacy of others.

Teachers will communicate to the administration inappropriate behavior that violates our [Technology Acceptable Use Policies](#) and [Student Code of Conduct](#). Parents will be asked to partner with us to reinforce a respectful e-environment. Appropriate action will be enforced if necessary.

E-Learning Expectations for Students

The E-Learning model of learning will continue to encourage a balance of varied instructional approaches. Teachers will continue to decide the most effective type of instruction which best meets the needs of each learner. Just as no single classroom is the same as another, our virtual classrooms will all look, sound, and feel different from one another.

- Chrome Web Browser ~ Download via [this link](#)
 - Students are strongly recommended to only use the Google Chrome Web Browser for E-Learning.
 - Garrison UFSD can most closely monitor student online activity when students use Google Chrome Web Browser. Please note student online activity on any other web browser cannot be monitored by Garrison UFSD.
- Work Completion and Grading
 - Students are expected to complete classwork and homework to the best of their abilities. Students who are unable to access or complete their assignments should contact their teacher. Please refer to our staff directory (click [here](#)). Our teachers are working together and sharing responsibility to support each student and meet them where they are. Teachers continue to be available to assist each student in meeting their potential in our E-Learning environment. Support is available for students needing additional time and/or alternative resources. Parents will be notified when students are not participating to meet the E-learning expectations.
 - Classwork and homework will continue to be graded based upon the academic expectations established by each teacher, however students will have the ability to improve upon their work as they too adapt to E-Learning.
 - Our teachers and leaders are currently working on an appropriate grading system for our E-Learning structure. Initially, in phase one, we requested that teachers mark individual assignments for completion rather than for a grade. Teachers will continue to provide feedback to students and students are encouraged to ask questions. We are still working on the most sensible approach to quarter, semester and final grades and will communicate with you as soon as those decisions have been made.

- Asynchronous vs. Synchronous Learning
 - Asynchronous learning allows resources, materials, and assignments to be posted for students to complete at their own pace.
 - Synchronous learning allows teachers and students to engage in real-time learning via videoconference, such as Google Meet.
 - All students should join the Google Classrooms of their homeroom and/or content area teachers.
 - Students are expected to have their microphones muted when entering a videoconference. Some programs shift their video based upon sound, so muting the microphone will allow content to be delivered clearly and for participants to engage in a fluid manner.
 - Be respectful of the teachers and students in the virtual classroom. Students should dress appropriately and work in a comfortable learning space with minimal distraction.
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Online Platforms for E-Learning

- All teachers created a Google Classroom to use as a platform for supporting their students' learning. They will also be able to communicate with students and parents through email. Teachers will guide students via Google Classroom as to which resources they will utilize.
 - Teachers will be implementing a variety of platforms in order to enhance instruction, which may include the use of video when coupled with an assignment. G-suite (Google Classroom, Google Meet, etc.), Zoom, GoGuardian, Flipgrid, YouTube, Edpuzzle, TedTalks, etc., are appropriate examples of some of these tools.
 - As instruction is tailored to appropriately meet the needs of our students, our teachers will be making decisions on which tools they use the delivery of instruction. Teachers will be using the tools and methods that best support their curriculum's expected outcomes.
 - Teachers may use self-created instructional video recordings. Teachers who teach the same content area or grade level may collaborate in creating videos.
 - In Garrison, we recognise that high-quality instruction is not whole class, lecture style instruction. Therefore, in our E-Learning environment, when teachers provide direct video instruction it will occur in small groups rather than with the entire class. Differentiated sessions with small groups of students is the model we promote in Garrison.
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Special Education

The District will make every effort to provide students a free appropriate public education (FAPE) in accordance with services indicated on each student's Section 504 plan, IEP or IESP during the continued school closure due to the COVID-19 crisis and State of emergency declaration.

Special education and related service providers will be in touch with you to discuss a schedule for service delivery. Related services which are usually provided in a group may have to be provided individually, in a smaller group size, or adapted according to the environment, in light of the present distance learning and staff/provider and student availability. This may result in a reduction in the contact time between the provider and your child as indicated on your child's Section 504 plan, IEP or IESP, but we will continue to make every effort to address and support the needs of all of our students. Related services may be provided directly with the provider on the telephone, by online communication/virtual meeting, using computer-based instruction, or instruction using written materials, assistive or other technology.

When the extended closure ends, the District will be conducting program reviews, if needed, to review how the delivery of special education and related services to your child was impacted by this school closure, whether substantial regression has or is likely to have occurred as a result, and whether the provision of compensatory education is necessary or appropriate. Decisions relating to compensatory education will be made on a case by case basis, in light of the unique needs of each child, taking into account the duration of the disruption, missed special education supports and services and the impact of these factors on each student's achievement.

The District is committed to providing parents with a meaningful opportunity to communicate their concerns and participate in the on-going implementation and development of their children's Section 504 plans, IEPs or IESPs. The District understands that parents may have questions or concerns about their child's special education program. The District encourages parents who have concerns about the special education supports being provided during this period of distance learning to contact Jennifer Muller, CSE Chair. Additionally, as long as the school remains closed, all Section 504, CPSE or CSE meetings will be scheduled via telephone or video conference, to comply with existing health and safety guidance. If you would like to schedule a 504 Team, CPSE or CSE meeting via telephone or video conference, please contact Pat Martz at pmartz@gufs.org or Jennifer Muller at jmuller@gufs.org to request a meeting.

If your son or daughter has been recommended for an evaluation which requires a face-to-face assessment or observation, the evaluation will be delayed until school reopens, at which time the evaluator will follow-up with you to discuss the applicable rescheduled timeline to complete the evaluation. Any evaluations and re-evaluations that do not require face-to-face assessments or observations may take place while schools are closed, so long as a student's parent or legal guardian consents to the re-evaluation or evaluation.

If your child's evaluation falls into the second category, the evaluator will contact you to secure your consent. Otherwise, the evaluation will be delayed until school reopens.

Because your child has been identified as a student with a disability and may receive special education and/or related services, such as school-based counseling, speech, occupational or physical therapies, I am writing to inform you about "Telepractice." Telepractice is a process that allows us to deliver a service, not "in person" but through the use of telephone or other technology, including videoconferencing.

I want to specifically address individual and group services using telepractice as it relates to special education and related services and advise you of some of the potential benefits and concerns regarding the use of telepractice. Potential benefits of telepractice may include, but are not limited to:

- o Reaching individuals who would otherwise not have access to services during this closure
- o Positive experiences with telepractice.
- o If videoconferences are utilized, your child may be able to connect with his or her peers, as appropriate.
- o Your child can continue to work directly on his or her goals with their service provider.

Concerns regarding telepractice include, but are not limited to:

- o Some students, due to their unique learning needs, may not be able to access this support effectively.
- o Some students may have difficulty maintaining attention or participating effectively due to the physical distance.
- o Ensuring student confidentiality due to the visual or auditory nature of telepractice.

The District is using Family Educational Rights and Privacy Act (FERPA) and NY Education Law 2-d (data privacy and confidentiality) compliant platforms to address privacy and confidentiality requirements. If services or instruction are provided using technology and remote learning platforms, please be advised that we expect students and parents to respect the confidentiality and rights of others by not recording (audio or video), taking screen shots or otherwise capturing instruction or services in any electronic, audio or digital manner. If your child needs a copy of the lesson or of any materials that have been (or will be) provided through telepractice, please have them contact their teacher or provider to obtain them.

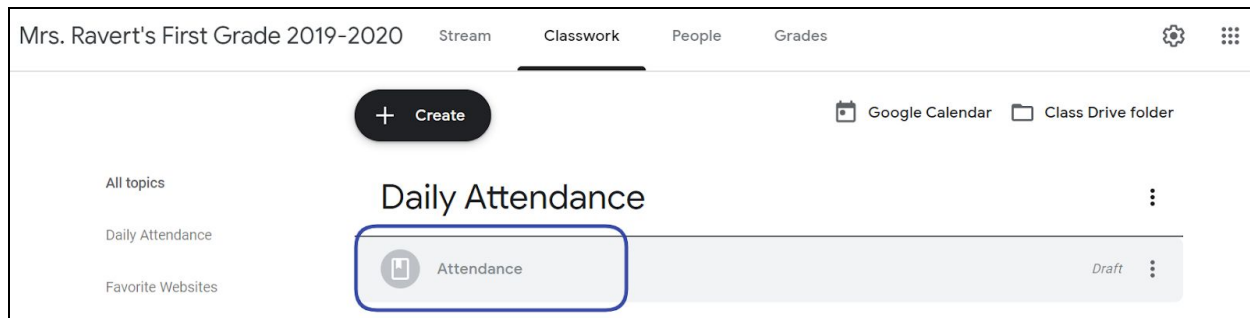
To facilitate this process, if your child(ren) participate in his or her special education and/or related services via teletherapy, you may have your child use headphones/earbuds during group sessions and, when practicable, be in a private location or away from others or noise.

We have received updated guidance from the Federal and State Departments of Education, and Medicaid, all of which reassure us that a supplemental consent form is not required to

allow the use of teletherapy and/or distance learning and instruction. Furthermore, IEPs do not need to be modified or adopted in light of telepractice for instruction or therapies, which means we will not be convening meetings for that express purpose at this time.

Daily Attendance

- Before beginning instruction, all K-8 students should complete the Attendance assignment in the “Classwork” tab of Google Classroom
- Please complete this assignment everyday by 9 AM. This will allow us to virtually account for students!
- If you check in late, please contact the Main Office at 845-859-0102.



Communication & Resources

- “Weekly Family Check-In ~ Garrison UFSD 2020” ~ Click [this link](#)
 - Please complete the form above each Wednesday so the district may most effectively check on the wellbeing of our families and our students.
- “GUFSD News” on the GUFSD website ~ Click [this link](#)
- “GUFSD Cheat Sheet - Google Classroom” ~ Click [this link](#)
- Brief video tutorial on how to login for the first time ~ Click [this link](#)

Questions

- Principal Alex Levine ~ (845) 859-0102 or alevine@gufs.org
- Staff Directory ~ Click [this link](#)
- Building-Level Help ~ Call the Main Office at (845) 859-0102.
- Google Classroom Help ~ E-mail your classroom teacher if you have questions regarding Google Classroom. Click [this link](#) for the GUFSD Staff Directory.
- Google Account Help ~ E-mail datasupport@gufs.org if you are having problems accessing your Google account.

- Blackboard Parent Notification Help ~ E-mail datasupport@gufs.org
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Special Thanks To: Chappaqua Central School District, *iLearning Guide for Families*
Rye City School District, *Remote Learning Guide for Parents*