

Auburn Enlarged City School District Remote Learning Plan 2023-24



Equitable Access & Opportunity to Instruction

1. All students in the Auburn Enlarged City School District have an assigned Chromebook that is labeled with an asset tag and their name.
2. Families with connectivity barriers will have access to a hot spot at no cost for wi-fi connectivity.
 - a. The information from the digital access survey, inquiries from families and follow-up with our student support team will allow us to determine the families in need of a hot spot.

Dissemination of Computing Devices to Students

1. Students at Auburn Junior High School and Auburn High School are responsible for keeping their Chromebooks with them at all times.
2. Elementary students and the special class special education students in grades 7-12, who do not regularly take their Chromebooks home each evening, will bring their devices home if the district knows ahead of time that school will be closed and remote instruction will be taking place.
 - a. Their assigned Chromebooks will be sent home with them and parents/guardians will be notified as part of the closure communications from the school district. Each school's administrative team will make arrangements with families of students absent from school that day to receive their device.

3. In the event that a school closure requiring remote learning occurs while students are not in school, the school district and IT department will create a schedule for Chromebook deployment where the student assigned devices will be distributed.
 - a. For families who cannot attend the distribution events, the student support team, including the building principal, will arrange for delivery of the Chromebooks.

Communications for the Distribution of Computing Devices

1. Upon the closure of school, families will receive an email, phone call, and text message through the school district's communication app, ParentSquare, notifying parents and guardians of any need for the full dissemination of devices at the elementary level and for special class special education students where those students do not regularly take their Chromebooks home each evening.

Chromebook Repair or Replacement Process

1. The school district maintains an email system where students and families can email when experiencing difficulties with a device or it has been broken. This email is shared with families upon the completion of the loan agreement each year. The email address is ihelp@aecsd.education.

School Staff Digital Accessibility & Expectations

1. All instructional staff have an assigned laptop that they will use to provide remote learning to their students.
2. If any staff member does not have wi-fi access at their residence, they will notify the IT department using the email address ihelp@aecsd.education to request a hot spot. This will be communicated at the start of the school year and upon any time the school district does need to implement remote learning.
3. Teaching staff will utilize the district provided 2 factor authentication via the DUO app or the Yubikey supplied by the school district.

4. Expectations for school staff if the school district transitions to remote learning:

All instructional staff will:

- a. Follow their regularly scheduled course schedule.
- b. For an extended remote instruction period of more than three days, teachers will be provided one day for the development and organization of their respective Google Classrooms. Students will work asynchronous on day 1 according to teacher directions.
- c. Maintain and update their respective Google Classrooms to support synchronous and asynchronous learning during remote learning. Resources, such as video clips and documents will be organized in the Google Classroom for students and parents to access in the event students are not able to join the synchronous class and/or need reinforcement of the content being taught.
- d. Elementary teachers will facilitate 20-minute sessions for each subject (ELA, mathematics, science/health and/or social studies and Extended Learning Time (ELT)) area and remain on the Zoom following the session to assist students with any questions they may have.
- e. Special area teachers at the elementary level will provide a 20-minute class at their regularly scheduled time each day following the building's special schedule. They will remain on the Zoom following the session to assist students with any questions they may have.
- f. Secondary teachers will facilitate 30-minute sessions for each course they teach.

School Staff Training

1. The school district employs Technology Mentors on a stipend in each building with two at the high school level. The Technology Mentors are on staff to assist with accessing digital tools and software. During remote learning, Tech Mentors will be available to troubleshoot any issue teachers may have via the district's help desk email, ihelp@aecsd.education.

2. Tech Mentors provide continual professional development and support throughout the school year to ensure that teachers are prepared to teach remotely, if needed. Professional learning includes the Google Workspace for Education where each classroom teacher will have their respective course information housed.

Synchronous Instruction

All synchronous instruction will take place via the Chromebooks.

1. Synchronous instruction will take place at the regularly scheduled time of class.
2. Elementary students will receive live instruction at their regularly scheduled times with the following time frames:
 - a. 10 minutes of a morning meeting
 - b. 20 minutes of ELA
 - c. 20 minutes of Math
 - d. 20 minutes of Social Studies or Science (will follow the pacing guide to determine for each day)
 - e. 20 minutes Extended Learning Time
 - f. 20-minute special area class (following regular master schedule)
 - g. 20 minutes of stand-alone English as New Language (ENL) services
 - h. Teachers will remain on the Zoom following the session to assist students with any questions that they have.
3. Secondary level classes (grades 7-12) will be scheduled for 30 minutes with the start time being the same as their in-person start time.
4. Total number of instructional hours per day will be 6 hours.

Asynchronous Instruction

For asynchronous instruction, it may be delivered in a digital format via the Google Classroom platform or through hard copy packets.

1. For the elementary and special education classes, instructional video clips will be available in the event that the students are not able to join the live session.

Special Education, English as a New Language (ENL) & Related Services

1. Integrated co-teaching and integrated ENL services will be provided during the regularly scheduled classes.
2. Integrated co-teaching teachers and ENL teachers will schedule separate 20-minute check-in sessions with the students on their caseload that may be conducted 1:1 or in small groups.
3. Virtual learning packets will be sent home or delivered to students' homes when a remote day is anticipated for students enrolled in the special education 12:1, 15:1 or 8:1 special classes.
4. Synchronous instruction for students for whom remote instruction is not appropriate will occur via the teacher establishing a schedule with parents or guardians to call the agreed upon family phone to provide instruction and check on the progress of students.
5. Related therapy sessions will be provided at the regularly scheduled times where there will be a 15 to 30-minute session via Zoom.
6. Length of time is dependent upon student's identified needs based upon their individual disability.
7. The providers will email a teletherapy link for services to students and families.

Community Organizations and Public Spaces

1. The school district will ensure that our two local daycare agencies for school-age children, Booker T. Washington Center, and the YMCA, have wifi accessible for all

students and have contact information for each school as they support the students' remote learning.

2. The school district will also communicate with Seymour Library to ensure that their public wi-fi access is operational.