



Forest City Regional Elementary School

100 Susquehanna Street, Forest City, PA 18421-1399

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www.fcrsd.org

Mr. Michael Zack, Principal

October 23, 2020

Dear Parents and Guardians,

We are greatly appreciative for the cooperation and support we have received from our students, families, faculty, and staff with implementation of our Health and Safety Plan. Although we would all prefer to have our students in school full-time, the hybrid model continues to provide our students with access to live, in-person instruction while allowing us to follow the recommendations and guidelines of the CDC and the PA Department of Health.

As you may be aware, COVID-19 cases are on the rise in both Susquehanna and Lackawanna Counties with increased percent positivity rates over the past two weeks (7.2% in Susquehanna County and 8.2% in Lackawanna County). If the level of community transmission becomes substantial ($\geq 10\%$) the Pennsylvania Department of Education recommends a transition to full virtual learning.

While it is our goal to keep our doors open, we want to make sure that our students and families are prepared if we need to transition to full virtual learning in the future. We have attached the procedures and expectations for full virtual learning. Please take time to review them and contact us if you have any questions regarding the procedures or expectations.

Finally, please be advised that our current hybrid schedule continues to be in effect and the enclosed information is purely for your information at this time.

Thank you again for your cooperation and support.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Zack".

Mr. Zack

Daily Procedures for Virtual Learning

In the event of a full closure of school, we will transition to a Virtual Learning Plan.

Virtual Instruction

Virtual Instruction – the student is at home accessing course work in a digital format. Google Classroom will be used as the hub for all virtual instruction.

Schedule - students will follow the daily schedule established by their classroom teacher on Google Classroom. Procedures will remain as closely aligned to face to face instruction as possible. Each teacher will deliver live instruction, host office hours, provide independent work time as well as off-screen time.

In the virtual model, all students will attend 4.5 days per week. Wednesday afternoon will continue to be a 12 PM dismissal, students should use the afternoon to complete assignments as needed.

Grades PK - 2 will have no more than 20 continuous minutes of live virtual instruction followed by independent activities, small group time, practice assignments and other activities. Students may be expected to complete assignments outside of the school day which may include independent reading and homework assignments not to exceed 30 minutes a day.

Grades 3 - 6 will have no more 30 continuous minutes of live virtual instruction followed by independent activities, small group time, practice assignments and other activities. Students will be expected to complete assignments outside of the normal school day, not to exceed one hour.

All teachers will host “Office Hours” from 8:15 - 8:45 AM each day for the purpose of answering and responding to student and/or parent questions and/or concerns. In addition, office hours will be scheduled at the end of the day as well.

All students will begin their day at 8:40 AM with morning announcements. Immediately following announcements, students will join their respective homerooms for Morning Meeting on Google Classroom.

STUDENT AND PARENT VIRTUAL LEARNING EXPECTATIONS

Expectations for Online Students

- Check Google Classroom daily. Teachers will provide scheduled office hours.
- Attend homeroom daily.
- Report any tech issues through the Tech Help link on the District website as soon as the issue arises.
- Attend Virtual Lessons Daily with teachers.
- Be an active participant in virtual discussions as instructed by the teacher.
- Submit assignments as designated by the teacher. Assignments may be assigned with flexibility to submit weekly, such as Saturday by midnight.
- If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment.
- Maintain the pace of the course.
- It is expected that students keep interactions online positive and constructive.
- Online students will continue to follow and maintain all expectations contained in the FCR Responsible Use Policy.

Expectations for Parent/Guardian of an Online Student

Parents play a vital role in their child's education, even in a digital format. Parents shall ensure there is access to the necessary technology to support digital learning. Monitoring of a student's progress will be a key component to student success and should occur at regular intervals during the day and week. Parental support and encouragement are consistently required for students working in the online platform.

- Set up and maintain a daily work schedule for the student.
- Set up a dedicated learning space in the home.
- Maintain open lines of communication (phone and email) with teachers.
- Maintain academic integrity by not assisting or allowing assistance for assignments or projects.
- Ensure students are submitting assignments as directed by the teacher.
- Communicate any issues or questions to the teacher.
- Read, review, and follow the FCR Responsible Use Policy

Technical Issues

If a student experiences a technology issue that a teacher is unable to help solve, the procedure to request assistance involves submitting a technology support ticket online. The form to submit a support ticket can be found by going to www.fcrsd.org or by calling the District's technology department at 570-785-2432. The electronic ticket form will allow students/parents to submit their name, preferred method of contact, and an overview of the issue they are experiencing.

Academic Integrity

Academic Integrity is a key character trait for all students. Students with academic integrity make decisions based on ethics and values that will prepare them to be productive citizens. We want our learners to be independent and self-motivated to engage with their learning. We believe these traits are transferable and applicable to the workplace and other facets of student and adult life. An online environment can challenge these character traits and require that students be even more intentional and reflective in how they will manage the work demands. FCR expects a full commitment to academic integrity from each student, regardless of the chosen instructional format. Parents will be contacted should an academic integrity violation occur.

The following definitions will be utilized in defining academic integrity issues:

- Plagiarism – representing work that has been copied or pasted from a published internet resource without proper credit.
- Cheating – representing any other person's work or work from any source as your own.
- Student Academic Broker – posting to a secondary source (Yahoo!, Answers, Facebook, etc) OR sharing a virtual or hard copy of any work whether or not compensation occurs.

Should a student demonstrate an issue in academic integrity, consequences will follow the same process as a school site incident. Continued negligence could result in the removal of the student from the digital learning opportunity and require a return to a regular schedule in the school building.

Assessments and Grading

Teachers will provide a variety of assessments to determine student mastery of the course content. These assessments may look different – discussion-based assessments, essays, project based, and even traditional tests. All assessments will be mandatory

Contact/Support

Should you need additional support regarding virtual learning, or if you have any additional questions or concerns please do not hesitate to contact the elementary office.

The following individuals are able to support you and answer any questions you may have:

Elementary Principal - Mr. Zack - 570-785-2483 - mzack@fcrsd.org

Elementary School Administrative Assistant - Mrs. Olsommer - 570-785-2483 - jolsommer@fcrsd.org

Elementary School Counselor - Mrs. Valonis - 570-785-2410 - lvalonis@fcrsd.org

Elementary Operational Support - Mr. Pantzar - 570-785-2483 jpantzar@fcrsd.org