Lackawanna Trail School District Remote Learning Procedures

The Lackawanna Trail School District Remote Learning Plan is designed to ensure continuity of instruction and maintain student engagement during periods when in-person instruction is not possible. The plan provides clear expectations for students, families, and staffulty while allowing for flexibility based on grade level and student needs.

Instructional Delivery

- Students in grades K–8 will utilize packet-based instructional materials prepared by their teachers and/or the District.
    - Packets will include appropriate grade-level assignments and learning activities that students can complete independently or with appropriate support from a parent or guardian. Teachers will provide directions for completing and returning packet work as applicable.
    - **Packets should go out at the beginning of November and should remain at student's homes in the event that a remote learning day is called by the district.**

- Students in grades 9–12 will access instructional materials, assignments, announcements, and other learning resources through Google Classroom.

Teachers will:

- Post assignments and instructional materials through Google Classroom.
- Provide clear directions and due dates for assigned work.
- Monitor student participation and assignment completion.
- Respond to student questions and provide support during designated office hours.

Students will:

- Log into Google Classroom.
- Review posted assignments and instructional materials.
- Complete and submit assigned work within 24 hours.
- Reach out to teachers when additional assistance is needed.

Attendance Procedures

Attendance during remote learning will be recorded retroactively based on student participation.

For attendance purposes, a student's participation will be established through the attempted completion of the Period 1/Mod 1 assignment for that instructional day.

Students are expected to make a reasonable attempt to complete the designated Period 1/Mod 1 assignment. Teachers will review participation and use the assignment attempt as the primary indicator for recording attendance.

The District will maintain appropriate attendance records and follow applicable district and state attendance requirements.

Teacher Office Hours

Teachers will provide virtual office hours each instructional day from 9:00am to 11:00am

Office hours are intended to provide students with an opportunity to:

- Ask questions about assignments or instructional materials.
- Receive additional academic support.
- Clarify directions or expectations.
- Connect with their teachers as needed.

Student participation in office hours is optional and is not required for attendance.

Teachers will utilize Google Meets for these office hours.

Communication

The District will maintain regular communication with students and families throughout the remote learning period. Teachers and administrators will use established district communication channels to provide updates, instructional information, reminders, and support.

Students and families should contact the appropriate teacher, building administrator, or district office when questions or concerns arise.

Expectations for Remote Learning

All students are expected to make a reasonable effort to participate in remote learning activities, complete assigned work, and communicate with their teachers when assistance is needed. The District recognizes that remote learning may present unique challenges for individual students and families and will work to provide appropriate support and flexibility when necessary.

The District will continue to monitor the effectiveness of the remote learning plan and make adjustments as needed to support student learning and engagement.