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Brian E. Siesto, *Senior High School Principal*

100% Remote Learning Informational Packet

October 21, 2020

Dear Parent/Guardian,

According to our records, you have recently opted for your son/daughter to engage in 100% remote instruction for the remainder of the 1st Semester. These are unprecedented times and we respect the decision by parents/guardians to have their child(ren) educated in a manner that is conducive to the individual circumstances of families. We recognize the stress and anxiety that can accompany any change in a student's instructional model. This document should give you a comprehensive understanding of what to expect during 100% remote learning and will hopefully answer any questions you may have.

Families that chose to have their son/daughter engage in 100% remote learning model were made aware of the following points upon sign-up:

- A commitment to the 100% remote learning model through the end of the 2nd quarter (1/22/21). Please know that as we approach that benchmark, we will reach out to families to inquire about remaining in that structure or changing to the hybrid model.
- 100% remote learners will experience a combination of live/synchronous instruction and digital instruction.
- 100% Remote learning students must follow their schedule and engage in live instruction 2 days per week and will receive digital instruction from teachers 3 days per week.
- Remote learning students must engage in live instruction on their designated cohort day (Blue: Last Names A – L and Gold: Last Names M – Z). *Refer to Page 2 for more details.*
- 100% Remote learning requires a significant amount of self-directed learning and independence when completing work.
- Technology is required for a student to engage in the 100% remote learning model.

100% remote learning students are expected to “log-in” for live instruction during their scheduled courses on the days assigned to cohort groups. Attendance will be taken during synchronous instruction. Weekly schedule details (by cohort) are shown below.

Blue Cohort Group (Last Names Beginning with A – L)		
Monday /Tuesday	Wednesday	Thursday/Friday
<ul style="list-style-type: none"> Engage in synchronous/live instruction. Attendance will be taken by teachers. Follow daily schedule – “log-in” during each block and participate in the instructional part of classes. After the live instructional part of class, remote students will be “released” to complete learning activities independently. 	<p>Remote Instruction</p> <ul style="list-style-type: none"> Students should take their attendance by logging into Schooltool. Digital instruction rolled out to BLUE students by 3pm. Office hours will be scheduled by department to discuss questions with teachers. 	<p>Remote Instruction</p> <ul style="list-style-type: none"> Students should take their attendance by logging into Schooltool. Work on digital instruction to be completed for the following week.

GOLD Cohort Group (Last Names Beginning with M – Z)		
Monday /Tuesday	Wednesday	Thursday/Friday
<p>Remote Instruction</p> <ul style="list-style-type: none"> Students should take their attendance by logging into Schooltool. Work on digital instruction from previous week - should be completed before classes Thursday and Friday. 	<p>Remote Instruction</p> <ul style="list-style-type: none"> Students should take their attendance by logging into Schooltool. Office hours will be scheduled by department for students to discuss questions with teachers. 	<ul style="list-style-type: none"> Engage in synchronous/live instruction. Attendance will be taken by teachers. Follow daily schedule – “log-in” during each block and participate in classes. After the live instructional part of class, remote students will be “released” to complete learning activities independently. Digital instruction rolled out to GOLD students by 3pm.

- It is imperative that students participate in the live/synchronous instruction during their cohort days, as this will be their only instructional component on those days. The only exception to this is Physical Education.
 - Physical Education
 - Live/synchronous instruction will not be available during scheduled PE blocks due to technology accessibility issues.
 - Live instruction for PE is scheduled for 9 am on Wednesdays. Students should log-in for live PE instruction on the Wednesday that corresponds with their scheduled PE week.
 - Students should watch the instructional component and complete any related work before their next PE class.

Below is additional information (organized alphabetically, by topic).

Attendance - 100% Remote learning students will be marked for attendance by teachers during their synchronous instruction days. If a student is “absent” from synchronous instruction multiple classes in a row, teachers will be reaching out to students and/or parents to check in. On non-cohort days, students should log into Schooltool to submit their own attendance. We ask that you email VSHS if your child is sick/ill and is unable to engage with instruction. In order to report a student absence, please email details to hsattendance@victorschools.org.

Block Schedule – Our block schedule times have changed this year. Please refer to the updated building schedule (*salmon paper*) to determine when your child needs to log-in for live instruction on their respective cohort day.

Calendar – The ABCD calendar through December is available (*white paper*). This calendar will be useful as your child identifies their cohort days and when they will need to engage in live instruction.

English Language Learners – ELL teachers will work to support our 100% remote learners in several ways. It is essential for students to “log-in” to ELL blocks and to communicate regularly with ELL teachers with questions and/or areas of struggle. ELL teachers will also schedule additional check-ins with students on Wednesdays and/or during activity blocks.

Food Service - Refer to district web-site: <https://www.victorschools.org/district/2020-reopening-process/fags>

Grades - Because remote learning students have access to the same instruction as hybrid students, they will be graded and assessed in the same way. Directions/details around submitting work and completing assessments will be provided by specific teachers. Grades will be posted and updated regularly in Schooltool. For questions about grading, please contact teachers directly.

Music - Any student enrolled in orchestra, band, or a choir ensemble should read the information below:

- **Ensembles** – Students should “log-in” to ensembles during the scheduled block on their cohort day.
- **Lessons** – Music lessons for virtual students will occur virtually on the opposite days of their cohort days. Individual teachers will reach out to students to establish a common lesson time. *For example, if your son/daughter is in the BLUE cohort, they will log-in to their ensemble on Monday or Tuesday and will receive their lesson instruction on Thursday or Friday.*

Office Hours - Teachers will be available (by department) on Wednesdays for 1 hour and 2 afternoons a week from 2:15 – 2:55. A schedule of when teachers are available for office hours on Wednesdays will be released within the first few weeks of school. Details around how to access teachers during these office hours will be explained in that communication as well.

Student Schedules - Included with this letter is a copy of your child's schedule (*blue paper*).

- If there are gray/empty boxes, that means a study hall, learning lab, or internship has been removed while learning remotely. These were removed from schedules because they do not require live participation due to an absence of instruction.
- Schedule Changes – Student schedules should maintain a minimum of 5.5 credits for the 2020-2021 school year. A remote learning student cannot eliminate courses they are enrolled in if it takes them below the 5.5 credit mark. In preparation for a full return to school, it is important to maintain a full schedule.
- Please contact your son/daughters counselor for a schedule change ONLY if there is an error on their schedule.

Special Education – Students with an Individualized Education Plan will still receive mandated supports/accommodations (to the best of our ability). A case manager (identified on student schedule) will be in touch to discuss what this looks like specifically in the first few weeks of school. Related service providers will also be in touch to establish a structure for receiving services via tele-therapy (if possible). Students should “log-in” during Resource Room for a check-in with their teacher. Please contact case managers or a building psychologist with questions.

Support – If your child is struggling, please reach out to the appropriate staff member (related to areas of need) This could be a classroom teacher, case manager, BOOST teacher, ELL teacher, school counselor, social worker, school psychologist, school resource officer, or administrator. An email and phone directory of building “support” staff is included (*yellow paper*).

Technical Programs – Specific Information can be accessed at the VSHS Re-Opening Page (web-site included below): <https://www.victorschools.org/senior-high-school/distance-learning>

- Multi-Occ/Focus (BOCES-Monroe 1) – Students are expected to attend this placement five days a week. They should also follow their schedules in a remote/live capacity in the mornings or afternoons on cohort days.
- WFLTCC (BOCES) – Students are expected to attend FLTCC every day, in addition to engaging in Victor remote learning as indicated in the tables above. Please contact Mr. Dubash with any questions.

Technology Questions

- Content Specific – Please contact classroom teacher
- Devices (printers, Wi-Fi, district-issued devices) – techhelp@victorschools.org

Please visit the Victor Senior High School Re-Opening Web-Page (web-site included below)

<https://www.victorschools.org/senior-high-school/distance-learning>. On this site, you will also have access to a “Frequently Asked Questions document” to address concerns.

We hope this communication was helpful in addressing questions/concerns around our 100% remote learning structure. Weekly communication with 100% remote students and parents will be sent out by an administrator at the Senior High School. This communication will have important updates and information for students and parents to refer to. Please ask your son/daughter to check their email regularly for instructions and directions around accessing live instruction.

Although your child will not be returning to the building for the next few months, please know that we will make efforts to help them feel connected to the Victor Senior High School community. Please encourage them to participate in building wide activities/experiences and to reach out if they require support. Any questions, please don't hesitate to reach out.

Be safe and take care!



Brian Siesto
Building Principal



Mary Banaszak
Director of Counseling

Included Documents:

ABCD Schedule (*white*)

Student Schedule (*blue*)

Block Schedule (*salmon*)

Email/Phone Directory (*yellow paper*)

Department Office Hours (*purple paper*)