



Olean City School District

Family & Student

Remote Learning Guide

In Response to COVID-19 School Closure

2019-20 School Year



Dear Olean Husky Families & Students,

The OCSD Teachers have been working diligently to ensure the effective delivery of remote learning. We know you have many questions about how this kind of learning will work for your child. The following information will provide guidance as we navigate these uncharted waters together.

Student Roles and Responsibilities

Stay engaged in your continued learning by:

- Finding a comfortable place at home where you can study and learn.
- Checking teacher websites or emails daily for updates, or have your parents help you.
- Dedicating an appropriate time to learning, as guided by your teachers.
- Reading every day.
- Challenging yourself to learn something new every day.
- Practicing digital citizenship at all times when using a device.
- Being patient with yourself. This is a new kind of teaching and learning for everyone.

Parents/Caregivers Roles and Responsibilities

Support your child in their learning by:

- Designating a place where your child can work independently and with few distractions.
- Asking your child about their assignments, or helping your child to check their teacher's webpage for assignments.
- Encouraging your child to complete assignments as they are due.
- For older students, reminding your child to contact their teacher if they have any questions or need support in their learning.
- For younger students, contact teacher with any questions, confusions, or frustrations that your child may have.
- Regularly check district website for important information and updates.
- Please reach out to your child's teacher and building principal with any questions or concerns—they are here and ready to support you and your child in this new way of learning!

Teacher Roles and Responsibilities

Continue to move learning forward by:

- Focus teaching on the essential concepts and skills needed to move learning forward.
- Presenting lessons in a way that allows students access throughout the day.
- Giving clear directions for work assigned.
- When possible, providing different ways to show learning of a new concept or skill.
- Providing flexibility along with compassion for everyone's life situation.

1. What is expected of my child during school closure?

The first expectation for your child is to stay safe and healthy. We understand that students love to be with their friends. However, it is important that children understand the reasons school is not in session, which is due to the COVID-19 national emergency and the call for all citizens to stay home in order to minimize the spread of the virus.

The next expectation for your child is to regularly connect with teachers, either by phone, device, or paper packet in order to engage in continued learning as it is posted by teachers.

It is also important for your child to be engaged in physical and recreational activities in order to reduce stress they may be experiencing from the national emergency taking place in our country.

2. How can I help my child make the most of this time out of school?

Reassure your child that the health and safety of your family is important. Discuss ways your family is making that a priority during this time. Assist your child in finding a physical spot in the house where they can work independently, with minimal distractions. Help your child connect to their teacher through the phone, computer, or paper packet and then access materials that are needed to continue learning.

3. How long should my child spend each day on school work?

We understand that there is a great deal taking place in the homes of our Olean families. Knowing that families are striving to make the time between work and home life to support continued learning, **guidelines have been provided** for how much time students should spend on new learning at home. Those guidelines can be found on the following page. Please help your child plan how they can best complete their lessons in a way that fits your family's needs and schedule.

4. Much of the work until now has been review. When will new learning start for my child?

Starting April 20th, all teachers will begin to teach new curriculum material through various formats. Instructions and links will be provided to help you locate instructional materials on each school's website.

5. How will my child learn all the curriculum expected at his/her grade level?

In order to ease the transition into remote learning for all students and families, teachers were asked to review the content that would have been taught face-to-face, and then select **the most important concepts/skills** that students will need in order to move forward in their learning. These prioritized concepts will be the focus of new learning starting April 20th.



6. What should I do if my child is frustrated or doesn't understand the assignment?

Families have been tasked with an enormous undertaking during this national emergency. Flexibility along with compassion for everyone's life situation is key for district teachers and administrators. Please reach out to us if and when your child becomes frustrated or does not understand the work to be completed. While we need your help to provide encouragement and an environment conducive to learning in your home, we do not expect you to teach the curriculum. Our teachers are ready to support each student in a variety of ways so that learning continues to move forward, your child finds success, and the job of teaching does not fall entirely into your hands with the enormity of all that is taking place.

7. What will be the primary tool used by my child for remote learning?

The primary tool that your child will use for remote learning will differ between grade levels. In grades PK-3, the primary method of instructional delivery will be through YouTube. Each grade level team, by building, will have a YouTube Channel where their instructional videos will be placed. This format provides the opportunity for students to view the videos at a time that is convenient for each family. Directions for the student work will be embedded in each video. In grades 4-12, students will be using district-assigned laptops and each student's Office 365 district-assigned account.

8. Where do I get my child's district assigned laptop?

The OCSD Technology Department and Building Principals at OIMS and OHS have coordinated efforts to distribute laptops to students in grades 4-12. Any family that was unable to pick up a district-assigned laptop will have it delivered by Officer McGraw, Olean's School Resource Officer. If your child is in grades 4th-12th and does not have his/her laptop by Friday, April 17th, please contact your child's Principal.

9. Who should I contact if my child's device does not work? Please email the OCSD Technology Department at ocsdtechsupport followed by [@oleanschools.org](https://www.oleanschools.org)

10. Who should I contact if I need a username and password for a digital resources?

Please contact your child's teacher for individual user names and passwords.

11. Who should I contact if my child needs assistance with an application on their device? Please email Dave Lasky at dlasky followed by [@oleanschools.org](https://www.oleanschools.org)



Instructional Guidelines

Recommended Total Lesson/Activity Times

Elementary

| GRADE | PK | K-1 | 2-3 |
|--|--|--|--|
| Time spent by student on specific class during the day | 15 minutes per lesson** 2 lessons per day Read 2 steps 60 minutes total per day | 15 minutes per lesson** 2 lessons per day Read 2 steps 60 minutes total per day | 15-20 minutes per lesson** 2 lessons per day Read 2 steps 60-80 minutes total per day |

Intermediate, Middle, and Secondary

| GRADE | 4-5 | 6-7 | 8-12 |
|--|---|--|--|
| Time spent by student on specific class during the day | 20-25 minutes per lesson** 4 lessons per day Read 2 steps 90-120 minutes total per day | 20-25 minutes per lesson** Up to 6 lessons per day Read 2 steps (6 th Grade) 120-150 minutes total per day | 25-30 minutes per lesson** Up to 6 lessons per day 150-180 minutes total per day |

minutes per lesson reflect teacher instruction **and student activity.

Please Note: Dual enrollment classes will progress according to original timeline.



Suggested Daily Schedule for Students in Grades PK-7

Grades PK-K-1

60 minutes of learning a day

15 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
2 steps of reading

Grades 2-3

60-80 minutes of learning a day

15-20 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
2 steps of reading

Grade 4

90-120 minutes of learning a day

20-25 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
Lesson 3 Social Studies/Science
Lesson 4 PE, Music, Art, Library, SEL
2 steps of reading

Grade 5

90-120 minutes of learning a day

20-25 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
Lesson 3 Social Studies/Science
Lesson 4 PE, Music, Art, Library, SEL
2 steps of reading

Grade 6

120-150 minutes of learning a day

20-25 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
Lesson 3 Social Studies
Lesson 4 Science
Lessons 5-6 PE, Music, Art, FACS
2 steps of reading

Grade 7

120-150 minutes of learning a day

20-25 minutes per lesson

Lesson 1 Math
Lesson 2 ELA
Lesson 3 Social Studies
Lesson 4 Science
Lessons 5-6 PE, Music, Art, LOTE, Health



Important Update about the June 2020 Regents Exams

PLEASE NOTE: NYS Education Department has announced **the cancellation of the June 2020 Regents** Exams. This means that students who are currently in Regents courses **and pass the course this school year** will be exempt from that exam. Other accommodations are provided for students who have previously taken Regents courses. If you have any questions about your child's current status regarding a Regents exam or a Regents class, please contact your child's guidance counselor.

Important Contact Information

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|--|--|
| OHS Main Office | 375-8001 |
| OHS Guidance Office | 375-8004 |
| OIMS Main Office | 375-8061 |
| OIMS Guidance Office | 375-8064 |
| East View Elementary Main Office | 375-8921 |
| Washington West Elementary Main Office | 375-8968 |
| Olean Schools Special Education Office | 375-8992 |
| If your child's device is not working, please email our Technology Department: | ocsdtechsupport followed by @oleanschools.org |
| If your child needs assistance with an application on their device, please email Dave Lasky: | dlasky followed by @oleanschools.org |
| If you need to send an email to your child's teacher, principal, or guidance counselor: | First initial last name @oleanschools.org Example: Jane Smith would be: jsmith followed by @oleanschools.org |





It takes all the huskies to pull the sled!

Jennifer Kless
Coordinator of Curriculum & Instruction
Olean City School District
716-375-8088 or [jkless](https://www.jkless.org) followed by [@oleanschools.org](https://www.oleanschools.org)