

Babylon Union Free School District

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Dear Babylon Families,

Happy New Year! As you have read in Mrs. Rozzi's correspondence on December 29, 2021, the district plans to maintain in-person instruction while we continue to closely monitor guidance received from health authorities. This letter provides additional instructional and IT-related updates that are aimed at keeping our community prepared should a shift to remote instruction be necessary due to a heightened number of cases within a school and/or due to staffing shortages.

Student Devices, K-2

Due to the recent increase in positive COVID-19 cases, all K-2 students will be provided their 1:1 device to take home with them today, Tuesday, January 4, 2022. Since student devices are used routinely at school, there will be times when students will need their devices with them in class. Please stay tuned to the "Device Day" schedule distributed by your child's teacher and be sure that your child brings his/her device fully charged to school on those days.

Student Devices, Grades 3-12

Students in grades 3-12 should continue to bring their device, power supply, and accessories to and from school daily. We ask that students arrive to school with their device fully charged and ready for use throughout the school day.

Accessing Remote Instruction

Remote instruction is delivered through the Microsoft Teams platform. Since this platform may be new to some families, or if it has been some time since it was last used regularly, the table below lists some valuable resources to get (re)acquainted. Additionally, attached to this email is a *Beginners Guide to Student 1:1 Devices and Using Microsoft Teams for Instruction*. Over the next week, our IT department will be creating additional resources to support students and families learning how to navigate remote learning. Feel free to reach out to the IT department directly should you need assistance becoming acquainted with the Microsoft platforms used for remote instruction at 631-893-7983.

Office 365 How-To Videos:	Office 365 Quick Start Guides:
Outlook	Outlook
OneDrive	OneDrive
Teams	Teams
OneNote	OneNote
Word	Word
PowerPoint	PowerPoint
Excel	Excel

Models of Remote Instruction

We appreciate the differing levels of independence our K-12 students demonstrate in a remote learning environment and recognize the challenges that remote instruction presents to students, teachers, and families alike. Should the need arise for a student to shift to remote instruction due to COVID-19, the following models for accessing instruction have been designed:

K-6 Students

Elementary students will have access to a teacher's remote instruction within a small group session for one hour per day. Students with individualized education plans (IEPs) are entitled to two hours per day. Times for these remote sessions will be scheduled with each impacted family through the main offices of Babylon Elementary School or Babylon Memorial Grade School. This setting allows teachers to provide more immediate feedback and support to students through the Microsoft Teams platform.

7-12 Students

Junior High and High School students impacted by COVID-19 continue to be able to "live stream" into their daily classes through Microsoft Teams. Students at this level follow their typical bell schedule throughout the day through links provided by each teacher.

School Closure & Notification of a Shift to Remote Instruction

We are grateful for the community's partnership as we stay vigilant in combatting the spread of COVID-19. Long Island's surging infection rate undoubtedly impacts us all and our joint efforts will help protect the health and safety of our students, staff, and community. While we remain committed to in-person instruction, we continue to prepare for multiple staffing scenarios that could arise at each building. We encourage each family to similarly plan for the possibility of a shift to remote instruction. Should such a situation arise, notification of the shift would come as soon as possible ***via School Messenger phone call and email correspondence***. It is advised that families with younger students consider the necessary arrangements for childcare should a school need to shift to remote instruction on short notice.

In the event that conditions require a school or the district to shift to remote instruction, the schedule of instruction will follow the traditional school day schedule. At the K-6 level, families would be directed to their child's Microsoft Teams page for the daily schedule. Students in grades 7-12 would follow their normal bell schedule, accessing their classes through Microsoft Teams links provided by their teachers.

Online Class Etiquette for Virtual Instruction

Remote learning environments require the cooperation of all participants for optimal learning to occur. The district's *Online Class Etiquette for Remote Learning* outlines key responsibilities for students and families to review and discuss in preparation for a remote learning experience. A copy has been included as an addendum to this letter.

Thank you as always for your continued support and cooperation. If you have any questions, please do not hesitate to reach out to either of us at the phone numbers listed below.

Sincerely,

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