



Continuity of Instruction During Short Term Closures

School Closures

The District will collaborate with the Wayne County Department of Health to determine the parameters, conditions or metrics (e.g., increased absenteeism or increased illness in school community) that will serve as early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level. School administrators will consider closing school if absentee rates impact the ability of the school to operate safely. The District may choose to modify operations prior to closing to help mitigate a rise in cases. The District will consult Wayne County Department of Health when making such decisions.

Based on positive Covid-19 test results, the district may need to close periodically throughout the school year. In the event that such a closure is needed, the date(s) of the closure will be communicated with students, parents, and staff through ParentSquare via email, phone call, text and posting.

Protocols for Students in Grades UPK-5

Prior to any closure, teachers of grades UPK-5 will create an envelope of printed review work that will be sent home for any unexpected closure. This envelope will also include a copy of the teacher's Distance Learning Schedule that will be used during a closure. UPK-5 Teachers will also create a Google Classroom and will train their students on how to access the Google Classroom in the event of a closure. For students in grades UPK-5, during the first days of a short-term closure, students should work on printed review materials provided to students in their Covid Closure Work Envelope that was sent home by teachers in September. During the first two days of a closure, UPK-5 teachers will prepare student Chromebooks and materials for parent pick-up at the Lyons Elementary School. Times for Chromebook pickup will be communicated with parents through ParentSquare. After the first two days of closure, UPK-5 teachers will begin providing live instruction daily via Zoom according to the schedule included in the Covid Closure Work Envelope. Additional assignments will be posted in the Google Classroom.

Protocols for Students in Grades 6-12

During any short term or extended closures, students in grades 6-12 will continue to follow their regular bell schedule and will attend all classes at their regularly scheduled time via Zoom. Additional assignments will be posted, as needed, in the Google Classroom for each class. Each teacher will maintain active Zoom links that will be available to students through Clever and an up-to-date Google Classroom for each class.

Accessing Zoom Links

Zoom links will be posted in the Google Classroom for each class. Students can also access a master list of Zoom links by building by opening the file of links in their Clever account. To find this, students should open Google Chrome and type: clever.com/in/lyonscsd in the address bar. Once they arrive at the Clever login page, students should login using their lunch code (without extra zeros) as both their username and password. Once students are logged in, they should scroll down to the section titled Virtual Student Information and click on the orange light bulb for their building level. This will open up a list of Zoom links that are sorted by teacher. When a student clicks on a blue link, this will open Zoom on the Chromebook.

Meals During Closures

In the event of a school closure, meals will be delivered daily for all students. To request that meals be delivered to a different address, please email: mealservice@lyonscsd.org



SPECIFIC INFORMATION FOR SEPTEMBER 28-OCTOBER 9 CLOSURE

Per the notification from Superintendent Putnam on Saturday, September 26, the Lyons Central School District will move to fully virtual instruction from September 28 through October 9. Monday, October 12 will continue to be observed as holiday. Students are expected to return to in-person instruction beginning on Tuesday, October 13. In order to expedite the switch to fully virtual instruction, elementary student Chromebooks will be available for pick up at the elementary school on Sunday, September 27 from 1:00-5:00 pm. As such, virtual instruction will begin on Monday.

Students in Grades UPK-5

Please review the printed virtual schedule sent home from your teacher to determine what time you should report for virtual instruction on Zoom. All students should attend all virtual sessions for their class detailed in that schedule. Specials will be available during their regularly scheduled times as well via Zoom.

If you are unable to access your teacher's Zoom link through your Google Classroom, you can find a master list of Zoom links posted in your Clever account.

As always, please email your student's teacher with specific schedule information.

Students in Grades 6-12

Please follow your regular bell schedule to attend a Zoom session for each class on your schedule. A master list of teacher's Zoom links is available in your Clever Account.

Protocols for Staff During Closures

All staff will be expected to report to the school building at their regularly scheduled times. Staff should remain socially distant in their workspace throughout the buildings. All staff will be expected to continue to wear appropriate face coverings when they are not able to maintain social distance from others. Staff should limit their movement throughout the buildings and their interaction with others to mitigate spread of germs, this includes congregating in any common space. Staff should continue to diligently practice proper hand and respiratory hygiene.



Guide for Lyons Students

Email:

Password:



Lyons Account

✉ Your Lyons email is your *first initial of your first name then last name.year of graduation@student.lyonscsd.org*

(eg. rschott.2024@student.lyonscsd.org)

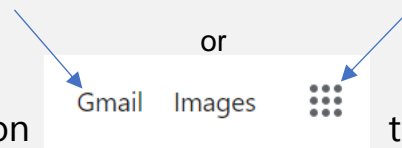
🔑 Your Lyons password is three zeros and your 5-digit code from Schooltool/lunch code (eg. 00012345).

🚗 Use your Lyons account to login to your chromebook and access gmail(email)



Lyons Email

💻 Go to www.google.com and click on



to Sign In

🖨 Enter your Lyons email address and password (see above)

👉 Click on Gmail for email

⚠ Don't forget to check your email at least every day! ⚠



SchoolTool

💻 Go to www.lyonscsd.org, click on  or click on *For Student*, then click on SchoolTool

🔑 Login with your First part of email before the @ sign for Username and three zeros and your 5-digit code from SchoolTool/lunch code (eg. 00012345).

Username: rschott.2024

Password: 00012345



Clever

🖥️ Go to www.lyonscsd.org, click *For Student*, then click on *Clever*

🔑 Login with your SchoolTool/lunch code (NO Zeros) for Username and Password

Username: 12345

Password: 12345

Zoom

👉 Click on the **Zoom join link** provided by your teacher on the document provided in Clever or on your google classroom

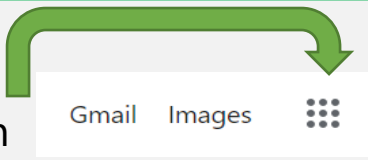
👉 Enter your **First and Last Name**

🔇 Leave your microphone muted unless instructed by your teacher

⚠️ Be respectful and appropriate at all times during your class/meeting

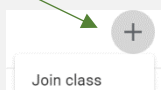
Google Classroom

🖥️ Go to Classroom.google.com or click on



Gmail Images

👉 Click on Plus sign (+) to join a class, then enter class code provide by teacher



Questions?

✉️ Technology Support – Call 946-2200 or click on the Zoom Technology Support Link found at www.lyonscsd.org

❓ Call or Zoom when having ?

👉 Issues logging in to anything

👉 How to use any technology (websites, software)

🔧 🖥️ Issues with device

