



## SYRACUSE CITY SCHOOL DISTRICT

Jaime Alicea, Superintendent of Schools

### Office of the Superintendent

#### Memorandum

To: Units 1, 2, 3 and 8  
From: Jaime Alicea, Superintendent of Schools  
William Scott, President, Syracuse Teachers Association  
Date: September 1, 2020  
Re: **Virtual Instruction for the 2020-2021 School Year**

The District is proud and thankful for the resiliency and flexibility of our teaching and related service staff. Your work is crucial as we continue to meet the instructional and critical needs of our students. As our students "return" to online instruction, the District and Syracuse Teachers Association are partnering to help ease the adaptation for our teachers. Our families and students are relying on us to continue our mission of preparing and inspiring all of our students to innovate locally and contribute globally. The District will continue to engage with our amazing staff and adapt as needed. The expectations for virtual instruction listed below may continue to develop as new information becomes available and we continue to respond to the needs of COVID-19 and our students.

This school year:

- Teachers, when delivering instruction to students remotely, will utilize a combination of synchronous and asynchronous methods of instruction.
  - Teachers shall exercise their professional discretion and creativity while working within the District's established guidelines to structure the instructional day.
  - Teachers shall utilize District-wide lessons and Demonstration Teachers' lessons recorded and delivered via television and through District remote instruction platforms, in combination with their own instruction.
  - Teachers, independently and in conjunction with grade level teams, shall be afforded time for and shall be responsible for holding virtual office hours and student/parent outreach.
- Wednesdays will be scheduled as asynchronous student learning days. The District will determine what is needed to best support teachers, and when possible, will announce the Friday before at what time and what the Wednesday professional development will consist of. Occasionally, the District will provide District-wide professional development to help address our constantly changing profession. Most Wednesdays, teachers will be participating in a combination of the following:
  - District-wide Demonstration Lesson PD and Planning
  - District-wide Compelling Virtual Instruction
  - Building-level PD as determined by the School Leadership Teams
- **Administrators will be conducting virtual walk-throughs. These walk-throughs shall be focused on providing constructive feedback relative to providing instruction in these unique circumstances. When conducting a walk-through, District administrators' cameras should be on and microphone muted.**