



**Brunswick School Department
Phase III - Continuous Learning Plan**

Effective as of April 30, 2020

Please be advised this plan may change as we respond to a dynamic situation

Thank you to all staff for your commitment to our students, hard work, professionalism and flexibility. You are doing incredible work during challenging times and we want to acknowledge and thank you for all that you have accomplished and continue to do for our students and families.

Knowing that we will not be returning to school buildings this academic year requires that we move forward with remote learning. The last school day is currently scheduled to be June 19, 2020. The extended closure is impacting us all in different ways. Staff and student social and emotional well being continue to be a priority for our district. If students are not engaging in remote learning or if you have concerns about their well being, please contact your school counselor and building administrator.

For PreK - 5, in the absence of extenuating circumstances that have already been discussed between teachers, administration and families, we anticipate that all students will advance to the next grade. Instead of an end of year report card, each student will receive a narrative report from their classroom teacher. For the remainder of the school year, the At Home Learning Plan, supplemental resources and paper packets for those who need them will remain as our method of delivery for teaching and learning. The social and emotional well being of our students continues to be our priority. Our focus continues to be on student connection and providing meaningful learning opportunities that reinforce skills and essential understandings already introduced to students.

The BSD technology department has been working with PreK-5 families to provide district computers to those who need one. The purpose of computers at this level is to provide families with access to supplemental resources, provide more equitable access and enable opportunities for students to engage with their teachers. Devices are not intended for work production.

For grades 6-12 district guidance has been provided on Pass/Fail grading. Pass/Fail is what we are using to assess all students in grades 6-12 in the fourth quarter. If you have any questions, please contact your building administrator.

The BSD technology department has been working with PreK-12 families to provide district computers to those who need one. Although we have successfully provided many devices and community-based internet hotspots, it has been a challenge to connect with all families and we are not confident to what extent families are utilizing the hotspots. Nevertheless, the technology department will continue to support requests for devices as we move forward with remote learning.

General Expectations For All Teachers

- Learning will continue.
- Teachers will work remotely (access to building requires permission of Principal).
- Keep your workload manageable.
- Be available and responsive on email between the hours of 8:00am - 3:00pm
 - **Work/life balance is important for you and for our students. Please avoid correspondence before/after these hours unless urgent.*
- Provide students with consistent and reasonable expectations.
- Keep student workloads manageable.
- Understand there will be different levels of student work completion.
- Attend remote IEPs/504 meetings when necessary. Typically, IEP meetings will be held as anticipated.

Coffin Elementary School & Harriet Beecher Stowe School

At Home Learning Plan

- Each week, grade level teams will use the **At Home Learning Plan template** to create plans for students. These plans are intended to help students stay organized and engaged in learning.
 - Template is located in Google Drive, in the shared PreK-5 Materials for Upload Drive.
 - Once your grade level team has completed the At Home Learning Plan, put a dated copy and any other materials required for students in the appropriate grade level folder, which is located in the shared PreK-5 Materials for Upload folder on Google Drive.
 - Please make sure that the template and other materials are completed by 12:00 PM on Monday so packets can be copied and PDFs uploaded on Friday.
- The Technology Department will create a PDF and place all At Home Learning Plans and grade level materials in a centralized location online. Families will be able to access materials through the BSD and school websites.
- Administration will manage the photocopying of paper plans.
- Paper packets will be provided to families unable to access the internet/without a device. Administration will work with the Transportation department to deliver paper copies of At Home Learning Plans to designated drop locations.

PreK - 5 Classroom Teachers

- Work with your grade level team to create a weekly At Home Learning Plan.
- Communicate with families and students on a regular basis.
- Monitor student engagement and work with administration, school counselor, RTI if concerns arise.

PreK - 5 Communication Expectations

- Grade level teams and/or teachers may continue to use platforms such as SeeSaw and Class DoJo, as well as provide links to videos such as Khan Academy or Brainpop and create videos or audio recordings to support activities outlined in the At Home Learning Plan.
 - These continue to be supplementary resources because although families will have devices, we still cannot guarantee everyone will be able to access the internet. Hot Spot locations have been communicated to families.
- Establish a consistent practice with your grade level team for working with school counselors, special education, RTI, talent development, ESL teachers and administration.
- Classroom teachers and special education case managers will communicate at least once a week individually or by small groups with each of their students/families. This may be by phone, email, or through an online platform (depending on each family's available means of communication).
- Provide opportunities for social connection. Classroom teachers will communicate with their class at least once per day. This communication can take a variety of forms from a posted morning message to an interactive session. Virtual attendance and participation for students needs to be optional. The focus of these opportunities should be on connecting with students and supporting their social emotional well being.

PreK - 5 Completed Work

- Families will be informed to keep all work at home; work will not be collected at this time.

Brunswick Junior High School & Brunswick High School**Brunswick Junior High School, Brunswick High School Classroom Teachers**

- Continue to post regular updates to Google Classroom, including the following suggestions: agenda, expectations, links to resources, notes, slide decks, homework.
- Preview resources you will use in advance. If access is needed for students to view a video or access an online resource, contact the technology department. Note that our internet filter will continue and so YouTube cannot be accessed.
- When covering new material, create a video, audio recording or presentation. Upload these resources to your Google classroom.
- Use Google Meets or Zoom to talk with students and answer their questions.

- Prioritize your curriculum. You are not expected to cover everything you normally would if school was in session. Use your professional judgement to identify the standards that will address essential skills and understandings students must have in order to successfully move forward with their education.
- Students do not need to turn in work every day.
- Post feedback weekly on student progress instead of a numeric score or letter grade. This can be a comment, a checkmark, or your preferred feedback symbol.
- Update PowerSchool regularly to ensure courses accurately reflect work assigned and completed.
- Remind students to incorporate along with their screen time/class time their other non-instructional time/activities.
- Work may be completed online or if a student needs to, it can be completed in a paper notebook as some students may have limited access to the internet.
- Student attendance will be based on participation; keep track of each student's participation.
- MCLA suggestions for Remote Learning Resources are located in the BSD Continuous Learning Plan folder on Google Drive.

REAL School Teachers

- Teaching teams will be available to each other between 8-4 and available to students from 9:00am - 2:30pm.
- Classwork will continue via google classroom. For students who require paper packets we will mail work weekly (prepared by Thursday afternoon for the following week).
- Attendance is based on participation with students' home room classes.
- Clinical team will continue regular outreach with students and families and support teaching teams as needed.
- Please reference the section below on Special Education teachers.

Brunswick School Department, PreK - 12 Specialists

ESOL Teachers

- Work with grade level/subject teachers to support remote ESOL programming.
- Communicate regularly with ESOL families.
- Assist when possible with the logistics of delivering wrap-around services.
- Provide virtual ESOL support to students where appropriate and when feasible.

Librarians

- Provide teachers and students with support accessing resources and databases.
- Respond to teacher and student requests for online resources that support remote learning.

Response-To-Intervention

- Work with teachers and families to support students remotely who have already been identified for RTI services.
- Provide virtual support to students where appropriate and when feasible.
- Support administration, department heads, grade level leaders, and teachers with students who struggle with academics and behavior while working remotely.

School Nurses

- Direction will be provided by the Director of Student Services & Building Administrator.

School Counselors/Social Workers

- Provide virtual support to students through online platforms and phone conversations.
- Work with administration to support students with remote learning.
- Use existing crisis response support services for emergent situations.
- Attend remote IEPs/504 meetings when necessary. Typically, IEP meetings will be held as anticipated.

Special Education & Related Services

- Expectations for student work from special education teachers and related service providers are the same as general education teachers.
- Begin to provide opportunities for additional progress on IEP goals, that can be supported by a distance learning model.
- It is expected that case managers will review IEP goals to determine which ones can be reasonably and practicably implemented through distance learning instruction.
- Hold IEP meetings as anticipated, unless informed otherwise.

Talent Development Teachers

- Support teachers to provide extension opportunities for students.
- Develop assignments/projects in collaboration with teachers that support student ILP goals.
- Connect with the families of students with ILPs.

Technology For Students

- Students who do not have access to a computer are able to sign out a device.
- Direct students to contact the Technology Department with technology questions.
- Hot spots are available at food drop off locations.

Resources for Teachers

- Informational and instructional resources are located in the shared Google Drive BSD Continuous Learning Plans & Resources.