

## Remote Learning Plan

March 19, 2020

Dear Staff, Students, and Parents/Guardians,

As you are aware, the Shaker Regional School District has announced that we are closing our schools due to COVID-19. The closure will run **at least through April 3, 2020**. In response, the District has asked schools to switch to a “remote learning” model in the interim. Teachers, counselors, and other members of our professional staff in Shaker have spent the week of March 16th planning for a transition to an online/remote environment during this time of national emergency. **Remote learning will begin on Monday, March 23, 2020, for all Belmont Middle School courses.**

**What does this mean?**

During this period of remote learning, the school is closed to all students and staff (except for our food service staff and custodians). There will be no one available to answer the phones at the school; however, office staff will be monitoring voicemails and directing them to staff as necessary. If you need to reach a staff member, you will need to do so by email. [CLICK HERE](#) to access the staff email directory. Staff members will be available to answer emails and remotely interact with students and parents/guardians between the hours of 8am - 3pm, which are the extended-closure hours of the Shaker Regional School District; emails that come in after 3pm (or close to it) may not be returned until the next school day (or soon thereafter).

**Academic Expectations, Scores, and Reporting**

Belmont Middle School teachers will continue to provide instruction, assign assessments, and report on students' progress toward proficiency; students are likewise expected to perform such tasks as maintaining an academic focus/routine, submitting questions/requests for assistance from their teachers, submitting work by communicated deadlines, etc. **It is imperative that communication is - and remains - a consistent, ongoing, and collaborative effort.** Evidence scores will be entered into Empower (our Learning Management System), and students/parents should continue to utilize this as a resource to track how a student is doing. **If you do not have your Parent Portal login/password, please reach out to Mrs. Carvillho who will work to get that information to you.**

**Student Academic Expectations**

All students are expected to participate in the online activities that have been and will be prepared by teachers to be loaded into Google Classrooms each day. **STUDENTS NEED TO CHECK THEIR SAU80 EMAIL ACCOUNT THROUGHOUT EACH WEEKDAY.** Many resources and communications will also be distributed to students' guardian's email accounts, so guardians need to be consistently checking their email as well.

The school has developed a schedule to run during the 8am-3pm school day. The intention of our doing so is to provide a measure of structure to our interactions and to align students' attention(s) to areas of their BMS academic efforts at the same times of day that are consistent with our faculty and staff's class/academic

block(s) of focus; it is during these times when our faculty/staff will prioritize communication, instruction, assessment, and distribution of additional resources to your student's class.

Appropriate on-line behavior is extremely important and will be taken very seriously.

The school has developed a schedule to run during the school day. The schedule looks like this:

<b>Before 9:00 am</b>	<b>Wake Up</b>	<b>Eat breakfast, get dressed, prepare for remote learning</b>
<b>9:00 - 10:00</b>	<b>Morning Activity</b>	<b>Take a walk, exercise, etc.</b>
<b>10:00 - 11:30</b>	<b>Academic / UA Time</b>	<b>Log on to Google Classroom and Empower</b>
<b>11:30 - 12:30 pm</b>	<b>Creative Time</b>	<b>Draw, listen to music, play a game, go outside, etc.</b>
<b>12:30 - 1:00</b>	<b>LUNCH</b>	
<b>1:00 - 1:30</b>	<b>Quiet Time</b>	<b>Independent Reading</b>
<b>1:30 - 3:00</b>	<b>Academic / UA Time</b>	<b>Log on to Google Classroom and Empower</b>
<b>3:00 - 5:30</b>	<b>Afternoon Activity</b>	<b>Take a walk, play outside, play a game</b>
<b>5:30 - 9:00</b>	<b>Free Time</b>	
<b>9:00</b>	<b>Get a good night sleep</b>	

Students should start each academic time by reviewing their teacher's Google Classroom to see what activities have been assigned. If a student does not have access to their teacher's Google Classroom, they will need to email their teacher(s) to get the code. Many teachers will choose to hold a "live event" at the beginning of the time associated with the above schedule. This will be using Google Hangouts or other online video conferencing tools. Others may post a pre-recorded message or even email instructions. Although the introductory videos may be available after class time, it is expected that students will view/participate in those live classes as they happen. Following that, students will likely move at their own pace to complete daily, short-term assignments. Students may also be expected to complete and submit larger online activities/assignments by the beginning of the next class meeting for that particular course.

## Attendance

Teachers will be taking attendance through noting whether or not students are participating and completing assignments. *Deadlines will apply during online days.* Students are expected to complete all assignments on time, or reach out to their teacher directly if they have questions or need an extension.

## **Academic Help and Support Services**

Students who feel they need additional academic support should reach out to their classroom teacher to develop a plan. School Counselors, Special Education Teachers and our District Social Worker will be available daily between 8:00 am - 3:00 pm to address day-to-day issues and to provide related services.

## **Internet Access**

All of the schools in the Shaker Regional School District will be considered a WiFi hotspot. The parking lots will be available for students to access the internet at any time. Additional information will be provided through the SAU office regarding businesses offering free services and the availability of public access to WiFi.

## **Illness**

Students and staff will likely require time to recover from the normal illnesses that occur every year, as well as potential COVID-19 related issues. Counseling, Nursing, and Administrative staff will work with parents, guardians, and students to help resolve any issues or provide any assistance we can. Teachers will be flexible with their response to students encountering such issues. We ask in the strongest terms that you communicate health issues to school administrators as soon as possible so we may provide appropriate support.

## **Special Education / 504s:**

All students will be receiving appropriate learning materials from classroom teachers. Case managers will be providing individualized learning materials for students. Please focus on the learning materials provided by your student's case manager, and reach out to your case manager for guidance and questions about what is appropriate for your student.

## **Other School Activities:**

During the closure, all student activities are suspended. As we receive further guidance from the state and NHDOE, we will notify you of any changes.

## **Prolonged School Closure:**

If school closures are extended, we will develop additional plans for how we approach student learning. Remote learning for students will undoubtedly be a challenge, but please know that we are thinking about possibilities in the event that schools are closed for an extended period.

## **One Final Note:**

We are all aware that this is an uncharted situation, information is evolving rapidly. We recognize that these are challenging times, and information communicated in this plan may be adjusted as time progresses. The social and emotional health of our students is very much on our minds as we plan for the next few weeks - and potentially beyond.

We will be available to talk, to listen, and to problem solve as we all share in what may be the most significant shift in our lifetimes. Please do not hesitate to reach out to us if you have ideas, concerns, questions, or anything else that comes to mind.

**Aaron Pope, Principal**

**Tim Saunders, Associate Principal**