

**MSAD 28/FIVE TOWN CSD**  
**REMOTE SCHOOL DAYS OVERVIEW**

*Revised 09/28/21*

**Goal:** To implement an alternative instructional process that is flexible yet meets or exceeds the standard for structured learning time so that school days missed for inclement weather can be counted towards the required days of instruction for the calendar year. This requires several objectives and an understanding that this may look different at the elementary, middle and high school levels.

Criteria:

- The learning is meaningful and as close to the academic rigor of a normal school day as possible.
- The work is connected to current learning objectives.
- Teachers are available between 9:00 am and 3:00 pm to assist students via digital platforms.
- There is technology support available between 9:00 am and 3:00 pm.
- Students with disabilities will be provided accommodations.

**General information and procedures applicable to BOTH districts.**

1. GENERAL PLAN FOR REMOTE SCHOOL DAYS

- We will be implementing two Remote School Days. The Remote School Days will go into occur after December 1 on selected days.
- Remote School Days are designed to reduce the impact and disruption to the school calendar and programs due to inclement weather.
- The day will replicate a regular school day as closely as possible given that it is remote. Teachers will interact and engage students in learning.
- There is no homework on a Remote School Day, but there is classwork.
- These days will only be called on a day we would normally have called off school due to snow. If we can have school, we still will!
- A Remote School Day is a day that students and teachers stay home but it is a school day. Students and teachers are expected to work that day so we can reduce our lost days, and not have to make them up at the end of the year or on a Saturday in the spring.
- We will only have a Remote School Day if we expect to have power during the snow event.
- Any Remote School Day will be stated clearly via the district's automated notification by the Superintendent.
- We will not use local media for a Remote School Day. We will ONLY use the district's automated calling system.

## 2. GENERAL PROCEDURES FOR REMOTE SCHOOL DAYS – APPLICABLE TO ALL SCHOOLS

- From 9:00am - 3:00pm all teachers, school counselors, psychologists, social workers, nurses, interventionists, and librarians will be available for students and families to contact virtually, as needed.
- Student needs related to established additional school supports (ELL, 504, IEP) will have their work modified based upon their needs. This will happen prior to the Remote School Days and may include additional time and resources for these students upon their return to school.
- If a student does not turn in their work by the time outlined in the relevant section for those grades, then that student is considered absent for that day and the procedures for makeup work would be followed.
- For students participating in an online learning environment (7-12th grade), if a home is without power, students must communicate with their teachers once that power is restored. “Classwork” will be due at a reasonable time as determined by the school’s policies.
- Students who complete at least half of the expected work will be counted as present for attendance purposes. (High school will take attendance by class.)

### **School Specific Information**

#### 1. CRES REMOTE SCHOOL DAYS PROCEDURES

The purpose of the Remote School Days is to support independent, student-centered learning through a topic of interest and choice in the core content areas and a “specials” activity. CRES will distribute “Genius Bags” as the instructional model for Remote School Days.

- “Genius Bags” will include:
  - Reading: prepare students with books/articles for reading on student-chosen topic (differentiated for independent reading level)
  - Writing: prepare bags with writing paper (variety for student choice/level), pencils - students will write all about books to teach about their topic
  - Math: prepare deck of cards for game (example: deck of cards for Top-it game or Fact Triangles - variations for student level)
  - Project: students will create an art piece, song, movement, a creative component, or Spanish vocabulary to accompany their topic (materials from home - materials will vary)
- Teachers will need to prepare one “Genius Bag” before December 1. Special Educators will assist general classroom teachers in preparing these bags for students on their caseload.
- Students will receive their “Genius Bag” after Dec 1 and prior to the 1st Remote School Day.
- The second Genius Bag will be provided to students after the 1<sup>st</sup> Remote School Day.

- Students and families will need to return their “Genius Bag” back to school with the completed project no later than the Monday following the Remote School Day. (Students will always have a weekend after a remote school day to do the work with a parent if necessary.)
- Parents/guardians will complete, sign and return the checklist with the “Genius Bag.”
- All students are expected to complete the assignments independently if possible, putting forth their personal best effort. We understand that parents may need to support their K-1 children.
- Completion of the “Genius Bag” is MANDATORY for all K-4 students if we have a Remote School Day.
- Teachers will create Genius Bag #1 which will include: a book/article for reading on student-chosen topic (differentiated for independent reading level), writing paper (variety for student choice/level) and pencils, and materials for a math game (example: deck of cards for Top-it game or Fact Triangles - variations for student level). Genius Bag #2 will include: a book/article for reading on student-chosen topic and materials for a math game.
- Each grade level has a special assigned to them for both remote school days: K – Spanish, Grade 1/PMAG - Physical Education, Grade 2 – Music, Grade 3 – Library and Grade 4 – Art. Each specialist will create one activity (or multiple options to choose from) to occupy 30 minutes of each of the student’s remote school day (30 min for remote school day #1, 30 min for remote school day #2). Some will require internet access, but not all (depending on specials assignment).
- Teachers are expected to create an opportunity for students to present their “Genius Projects” with the class at a time that is convenient for the class.

## 2. CRMS REMOTE SCHOOL DAY PROCEDURES - **Grades 5 & 6**

5th and 6th grade teachers will create stand-alone projects which supplement, extend, or build background knowledge for current or future projects.

- Through the two projects, all core subjects will be represented at least once.
- The content of each project will be related to grade level themes or curriculum and interdisciplinary when possible.
- Hard copies of the materials needed to complete the project will be sent home in a packet prior to each Remote School Day.
- Classwork should be done on the Remote School day, and students will have until the next scheduled session of that class to submit their work.
- Students will also have work to complete for their Cultural Arts class. Cultural Arts teachers send home a stand-alone project prior to the snow school day.
- Students will also have work to complete for their Exploratory classes. Exploratory teachers send home a stand-alone project prior to the Remote School Day.
- Special Ed teachers will help develop stand-alone projects and provide scaffolding for their students.

## 3. CRMS REMOTE SCHOOL DAY PROCEDURES - **Grades 7 & 8**

7th and 8th grade teachers will create and post lessons on their Google Classroom pages or the grade-wide Google Classroom page to promote student retention of current curriculum topics. Lessons are designed to take approximately 1 class period to complete.

- Students will attend their regularly scheduled classes on the Remote School Day. For example, if the Remote School Day is a Day 2 students will need to complete work for their Day 2 classes.
- However, classes do not meet at a specific time like a normal school day. Students have flexibility when they go to class that day.
- Teachers will interact with students on a digital platform to create an interactive learning environment. The intent is not to simply give an assignment, but to create a remote classroom learning experience.
- Students are expected to “check in” and engage with their teachers and classmates in each of their classes on that day. Simply “liking” an update is not considered “checking in.”
- Remote School Days lessons will be posted to Google Classroom by 9 a.m. and CRMS teachers and staff will be available by virtual means (email and/or Google Classroom) until 3:00 p.m. if students have questions.
- All work assigned on a Remote School Day is designed to be done during “classtime.”
- There will be no homework on a Remote School Day. The work that is given is equivalent to work that would otherwise be done during class.
- Completed classwork is due and expected to be turned in the day of the Remote School Day. However, we realize some students may choose to do the work at a later time in the day than normal and we want to provide that flexibility. Therefore, students will have until the *start of the next school day* to turn in the classwork.
- If students cannot access the online material, they need to check in with their teachers before the next scheduled class.

#### 4. CHRHS REMOTE SCHOOL DAY PROCEDURES

Remote School Days will allow our academic schedule to continue uninterrupted, which is vital to both short-term and long-term success. Working remotely helps students develop skills in independence and time management, both of which are necessary for post-secondary success.

All CHRHS students are comfortable using Schoology, as all use technology in the classroom and at home. Students can expect that each Remote School Day class will be equivalent in time to a normal class period, with regard to activities, resources, and classwork.

- Students will attend their regularly scheduled classes on the Remote School Day. For example, if the Remote School Day is a White Day students will need to complete work for their White Day classes.
- However, classes do not meet at a specific time like a normal school day. Students have flexibility when they go to class that day.
- Teachers will interact with students on a digital platform to create an interactive learning environment. The intent is not to simply give an assignment, but to create a remote classroom learning experience.

- Students are expected to “check in” and engage with their teachers and classmates in each of their classes on that day. Simply “liking” an update is not considered “checking in.”
- CHRHS teachers will upload lessons and classwork to Schoology by 9:00 a.m. on the day of a Remote School Day and will monitor their Schoology classes to ensure students are working on their classwork.
- All work assigned on a Remote School Day is designed to be done during “classtime.”
- There will be no homework on a Remote School Day. The work that is given is equivalent to work that would otherwise be done during class.
- Completed classwork is due and expected to be turned in the day of the Remote School Day. However, we realize some students may choose to do the work at a later time in the day than normal and we want to provide that flexibility. Therefore, students will have until the *start of the next school day* to turn in the classwork.
- If students cannot access the online material, they need to check in with their teachers before the next scheduled class.

*It is important to note that it is a civil offense (fine between \$200 - \$500) to distribute or retransmit a recording of a teacher providing remote instruction. (Chapter 383, LD 864)*

#### **TECH SUPPORT**

Five Town CSD/MSAD #28 technology staff will offer limited support for hardware, software and account-related issues from 9:00 a.m. - 3:00 p.m. on Remote School Days. Students should email their questions or problems to [it@fivetowns.net](mailto:it@fivetowns.net)

#### **SUBSTITUTES**

We will not have substitute teachers on Remote School Days. Teachers in K-4 should not have to worry about this as they will have pre-planned Genius Bags. Teachers in 5-12 will have to pre-plan an “Emergency Remote School Day” lesson (unless a grade level project does not require an individual teacher plan) for their classes that can be distributed in case of a teacher absence on a Remote School Day.