

Augusta School Department

Continuity of Learning Planning Guide

For Students, Parents/Guardians, and Staff

April 15, 2020 (revised 4/16/20)

Welcome to the *Continuity of Learning Planning Guide* presented by the Augusta School Department. Due to the COVID-19 Pandemic, classroom instruction has ceased at all of our schools. This planning guide was created to provide students, staff, parents and guardians information that may be helpful. It was developed by the school department leadership team with ongoing input and collaboration with teachers, and others from within our schools. In addition, recommendations from educational experts outside of our school department in consultation with the latest guidelines available from the Maine Department of Education, Maine Center of Disease Control & Prevention, and the U.S. Centers of Disease Control & Prevention are followed. Resources from neighboring districts as well as others from throughout the state were reviewed when compiling this guidance material. This planning guide was reviewed and approved by the ASD Board of Education on April 15, 2020.

The goals of this planning guide are:

1. To reduce the spread of infectious disease through social distancing,
2. To provide for the facilitation of learning for all students, and
3. To ensure the health and well-being of all our students, staff, parents, and community, including food security.

The Augusta School Department recognizes that remote learning does not replace the classroom experiences in which students would normally engage each day, and the challenges to meet the needs of all students will be many. Still, we are of the firm belief that it is vital to keep students connected to school, to continue the learning practice, and to engage them with the adults in our schools as best we can. To that end, the planning guide has been developed as a starting point, with an understanding that flexibility and problem-solving will be the order of the day as this situation unfolds. This planning guide will continue to be revised, enhanced, and updated as needed.

We hope to keep our school department informed about all of the events and happenings related to COVID-19 and the delivery of education to our students. We will utilize a variety of resources to ensure that we reach out to all of our students/staff/parents/guardians. We will post information on our website, send out emails and phone bursts, post on individual school Facebook and Instagram accounts. We encourage families to communicate with teachers or administrators through whichever means that works best including email, phone, or video conferencing if available.

If you have any questions, please contact the following locations:

Central Office 626-2468

Superintendent Jim Anastasio janastasio@augustaschools.org

Assistant Superintendent Donna Madore dmadore@augustaschools.org

Director of Special Education Susan Walters susan.walters@augustaschools.org

Assistant Director of Special Education Shelby Thibodeau shelby.thibodeau@augustaschools.org

Dir. of Title I & McKinney-Vento Liaison Theresa Violette theresa.violette@augustaschools.org

Cony Middle and High School: 626-2460

Principal Kim Silsby Kimberly.silsby@augustaschools.org

Assistant Principal Stew Brittner sbrittner@augustaschools.org

Assistant Principal Gabe Levesque Gabriel.levesque@augustaschools.org

Assistant Principal Jan Rollins jan.rollins1@augustaschools.org

Athletic Director Jon Millett jmillett@augustaschools.org

Farrington Elementary: 626-2480

Principal Teresa Beaudoin tbeaudoin@augustaschools.org

Gilbert Elementary: 626-2491

Principal Sarah Landry sarah.landry@augustaschools.org

Hussey Elementary: 626-2461

Principal Troy Alexander talexander@augustaschools.org

Lincoln Elementary: 626-2483

Principal Heather Gauthier hgauthier@augustaschools.org

Adult Education 626-2470

Director Monique Roy Monique.roy@augustaschools.org

Capital Area Technical Center 626-2475

Director Nicholas Gannon Nicholas.gannon@augustaschools.org

PHASES OF OUR WORK

Phase I:

- Allowed for students' and staff families to settle with this new way of living.
- Determine the length of time until classroom instruction resumes. (Continued to change)
- Communicated with students/staff and families about the change in schooling.
- Established mechanisms for food distribution and began distributing the food bags in various locations throughout the city.
- Administrative team meetings held weekly and as needed.
- The ASD initiated the community wide campaign to maintain relational connections, (i.e., Window Hearts, Spirit Week, Chalk the Walk and administrator mindfulness messages and book reads).

Phase II:

- Collected and gathered available resources, both digital and non-digital, for families who choose to access remote learning with their child(ren).
- Established a resources page on augustaschools.org. The PreK-6 resources are by grade level and the grades 7-12 are by department.
- No expectations attached to the resources that are posted on the district website.
- Teachers and support staff were encouraged to email or call students regularly.
- The classroom teachers for grades Prk-6 connected with their students and middle school and high school advisors connected with homeroom students.
- Classroom teachers and homeroom teachers made contact with students/parents to conduct a needs assessment for families.
- Teachers established office hours for students and families to make connections.
- Distributed Chromebook to all grades 7-12.
- Building administrators meeting with staff via video conference weekly.
- Teachers have online platforms to connect with families and are using them: Google Classroom, Classroom DoJo, Zoom, Remind app, and closed Facebook groups
- Televised and streamed informational meetings with the School Board.

Phase III:

- Analyze the needs assessment results and determine ways to address needs.
- Follow up with at-risk students with guidance support.
- Establish closure of 2nd trimester grades and 3rd quarter grades.
- Provide teachers with access to resources and personal items.
- Middle school and high school teachers connect with the students in their 3rd quarter classes.
- Elementary grade level meetings with administration.
- Department head meetings continue with Cony administration.
- Teachers are updating resources on individual classroom platforms on a weekly basis.
- Distribute laptops to grades 5 and 6

Phase IV:

- Determine and amend Senior graduation requirements.
- Refine distance learning opportunities for all students to continue learning from home with the support and guidance for teachers and school staff.
- Monitor the effectiveness of this plan and make adjustments as needed.

Phase V:

- Plan for end of school year events, celebration, and recognitions, etc.
- Determine summer school possibilities.
- Develop staff and student plans for the start of SY 20-21.
- Provide professional development to staff based on circumstances.

Phase VI:

- To be determined based on the nature of the pandemic crisis.

REMOTE LEARNING - EDUCATIONAL EXPECTATIONS

We recognize that all of our families will be in situations that may make remote learning uniquely challenging. Please look at the information we are providing as a planning guide to offer learning opportunities that encourage students to engage in tasks that are meaningful, consistent with normal classroom routines, and can be completed based on your family's unique situation. What follows is a suggested schedule for grade spans: Pre-K to 6 and grades 7 to 12. Based on your child's needs, which you know best, they may be able to do more or less.

What does “Remote/Distance Learning” look like in the Augusta School Department?

- Teachers will provide **WEEKLY suggested activities** that are meaningful and engaging for students in order to facilitate continued learning. These will be posted on their classroom platform (Google docs, Google classroom, Classroom DoJo, Google meets, Remind, etc.).
- Teachers are **highly recommending** that students complete the suggested optional weekly activities.
- Students can **share their efforts** on the activities with their teachers.
- Teachers can **provide feedback** on that work, but the student work will not be graded.

Some examples of the weekly suggested activities:

- live or prerecorded links to videos of the teacher reinforcing key ideas
- classroom meetings using google meets or zoom
- writing prompt ideas
- articles/stories to read
- worksheets
- IXL/Moby Max suggestions
- Virtual tours of museums, landmarks, etc

- Links to content specific resources with suggestions of activities/lessons (like Khan Academy, Duolingo, Library of Congress, noteflight.com, Teded, etc)
- Links to videos like Ted Talks, National Geographic, speeches, poetry read alouds, etc.
- Links to virtual activities and webquests

What will NOT be a part of the “Remote/Distance Learning” in the Augusta School Department?

- Students are *not expected* to do the weekly suggested activities; the activities are optional, however highly recommended.
- The suggested activities will *not have due dates* for students; they will be open ended activities.
- The suggested activities will *not be graded*; teachers may provide feedback but not grade student work.

Our School Staff’s Roles in “Remote/Distance Learning”

Classroom teachers are available during their office hours from 9:00-11:00 AM Monday through Friday. Educational Technicians serve in supporting roles as identified by the teacher. ELL, GT, Title I Literacy and Math Interventionists, and Special Education teachers and educational technicians are available to support students in their programs. To contact one of these teachers or educational technicians, visit augustaschools.org, go to the school of the staff member, select the staff directory, and find your staff person’s name.

Guidance/school counselors, nurses, social workers/LCPCs, RISP, and Deans of Students are available to help support students in crisis situations, social and emotional concerns, academic planning and post-secondary planning (secondary level).

Custodians are maintaining the safety of the building during the pandemic.

Secretaries are coming into the school on a daily basis from 8-12 to answer phone calls, support administrators, sort mail, and assist with administrative tasks.

Kitchen staff are providing food for over 3,000 meals weekly.

Administrators/Directors are managing the school community, responding to questions and concerns from staff, students, and parents/guardians, supporting staff with instructional needs, etc.

Central Office is supporting everyone.

Recommendations for Students:

Routines-Find a comfortable, quiet space that will allow you to work comfortably and successfully.

School Resources-Check the resources/connections with teachers regularly. Resources are found on augustaschools.org and/or classroom platforms.

Communicate-Contact teachers and student supports as often as necessary to ensure understanding.

Collaborate-Remember to check in with friends and support systems, and give yourself breaks. Be responsible.

Reach Out-Use any human and electronic resources at your disposal to get the help you need, including trusted friends, adults at home, and on-line connections.

REMOTE ONLINE LEARNING BASICS

Approximate range of time for students to be engaged in their remote learning activities:

- Pre k-2: approximately 1-2 hours per day in 15-20 minute increments
- 3-5: approximately 2 hours per day in 15-30 minute increments
- 6-8: approximately 2-3 hours per day in 30-45 minute increments
- 9-12: approximately 3-4 hours per day in 45-60 minute increments

The ASD recognizes that this will depend on each student's and families' individual circumstances; with the intention to provide a target range; it does not mean that students cannot go beyond.

SUGGESTED SCHEDULES

Pre-K to Grade 6: Please use this if you feel it is helpful to structure your child's day. Work in small intervals with movement breaks as needed

Timeframe	Activity
9:00-9:15 Set the stage	Gather any materials you might need, and make a plan.
9:15-10:00 Math	Select and complete an activity provided by your child's teacher or resource page
10:00-10:15 Snack and/or PE Activity, Music, or Art	Select and complete an activity posted by your child's "specials" teacher online or resource page.

10:15-10:45 Science/Social Studies	Select and complete an activity provided by your child's teacher or resource page
10:45-11:30 Reading and Writing	Select and complete an activity provided by your child's teacher or resource page
11:30-12:30 Break	Eat lunch and take time to get outside or move around inside.
12:30-1:00 Social-Emotional Learning	Select and complete an activity provided by your child's teacher or resource page

Grades 7-12: Please use this if you feel it is helpful to structure to a student's day.

Timeframe	Activity
9:00-9:15 Set the stage	Gather any materials you might need, and make a plan.
9:15-10:00 Period 1	Select an activity on the resource page or do the suggested activities from your teacher
10:00-10:15 Break	
10:15-11:00 Period 2	Select an activity on the resource page or do the suggested activities from your teacher
11:00-11:15 Break	
11:15-12:00 Period 3	Select an activity on the resource page or do the suggested activities from your teacher
12:00-12:15	Eat lunch and take time to get outside or move around inside.
12:15-1:00 Period 4	Select an activity on the resource page or do the suggested activities from your teacher
1:00-1:45 Period 5 for Middle School	Select an activity on the resource page or do the suggested activities from your teacher

The student will:

- Complete the recommended weekly activities (if determined feasible by the family)
- Contact teachers with questions
- Reach out for help when needed

The parent will:

- Set up a schedule for the student
- Provide a distraction-free space for your student to work
- Communicate with teachers when needed

The teacher will:

- Provide weekly recommended activities
- Make contact with students through classroom platforms
- Provide feedback to students when they share their efforts/learning

CLASS OF 2020 & CLASS OF 2021

GRADUATION PLAN

Due to the Coronavirus, the graduation requirements for the Class of 2020 and 2021 have been amended as follows:

Assumptions:

- Direct classroom instruction ended as of March 13, 2020.
- Quarter 3 grades will close on April 30, 2020 and previously assigned work can be made up until that date.
- Use current Q3 grades with Pass/Fail grades only; Passing is a 70 or above; .5 credit earned.
- CATC credits as earned

Graduation Requirements:

4.0 credits English

2.5 credits Math

2.5 credits Science (1 with Lab)

2.0 credits Social Studies (Global plus 2 of 4 of the following: EF, Civics, USH1 and USH2)

1.0 Fine Arts

1.5 PE and Health

6.5 Electives

TOTAL CREDITS NEEDED: 20 credits

Additional Information:

- Outside credits can still be earned (Adult Education, College credits, etc.)

For the Class of 2020 only:

- Quarter 3 English will count toward a full credit of English 4
- No Community Service requirement
- No Advisor/Advisee requirement
- Rank in class and GPA was determined after the completion of 7 semesters (in January)
- No World Language (this was not required for the class of 2020 anyway)

NUTRITION

We will continue to provide breakfast and lunch at 10 Augusta locations on Monday and Wednesdays. Three breakfast and lunch meals will be provided on Monday and three breakfast and lunch meals will be provided on Wednesday. This will continue until classroom instruction resumes. There are several organizations in our community that are also making food available. Please see our website @augustaschools.org for more information. The food site locations are Lincoln Elementary School, Cony Middle and High School, Farrington Elementary School, Gilbert Elementary School, Williams Playground, Glenridge Apartments, Buker School, Green Tree Apartments, Calumet Playground, North Street Playground.

Any changes to this schedule will be well communicated in advance to families.

CONTACTING PROFESSIONAL STAFF

The following is information to assist in communication with our professional staff:

A. **All teachers** are available 9:00 am to 11:00 pm via email. Questions outside that time will be returned within 24 hours unless it is the weekend. Teachers may offer online office hours and make connections with students through google classroom, Remind, or other established classroom-based contacts.

a. We have asked advisors at grades 7 thru 12 to reach out to their advisees biweekly to offer support. This may be done through email, phone calls, or google classrooms.

b. Elementary level, PreK to Gr 6, teachers will reach out through established procedures which may include phone or email and may include digital platforms such as class dojo or google classroom.

B. **School Counselors** can be reached by email between the hours of 9 am and 11 am. Questions outside that time will be returned within 24 hours unless it is the weekend. Online platforms will be used for individual meetings that are appropriate for the grade level. Elementary Counselors will reach out to parents prior to a meeting. Any parent who would like to opt their child out of participation in virtual counseling through Google Hangout/Meet should notify their school's principal. Google Classroom will be used by middle School and high School Counselors.

If a student is in crisis, parents or students should call the crisis hotline at 1-888-561-1112 or 911. All mandated reporting protocols will be followed.

C. Counseling through KBH or Case Management through Spurwink: If your student has been receiving in school counseling with a therapist through KBH or case management through Spurwink, please contact your child's therapist to discuss options for continuing that service through the school closure.

D. School nurses can be reached by email between the hours of 9 am and 11am. Outside of those times, any medical questions should be directed to your child's primary care provider or if an emergency, call 911.

E. Special Education - Please reach out to your child's case manager, related service provider or classroom teacher with specific learning plan questions between 9 am-11am. If you have other questions regarding meetings, district plans or anything else related to special education, please contact Susan Walters at 626-2468 or susan.walters@augustaschools.org. Email is the preferred method of contact at this time.

F. Literacy and Math Interventionists and Gifted and Talented Teachers are also planning ways to support students and their families. These teachers are an important part of students' learning support system at school and want to provide assistance in whatever way will work for each student. Interventionists and GT teachers are available via email and keep office hours from 9-11 Monday through Friday. In addition, teachers may contact families directly to assist with support for the student.

TECHNOLOGY

Our district has worked hard to distribute all of our laptops/Chromebook for grades 7-12. Chromebook for Grades 5 & 6 will be available for curbside pick-up the week of April 27th.

Repairs:

If a student's Chromebook needs to be repaired while at home, students/families can bring the device to Cony on Mondays from 10-11. Please identify the repair needed for the device in the bag. Chromebooks that can be repaired will be ready to be picked on the following Monday. For example, if a student drops off their Chromebook on Monday, April 6 from 10-11, it would be available for curbside pick-up on Monday, April 13th 10-11.

Chargers: If a student doesn't have a charger for their Chromebook, please contact Cony to determine if one is available. The School Department is trying to locate and/or purchase chargers to replace chargers that have been lost or damaged.

Internet Connection Options:

If your family qualifies for free and reduced lunch:

OTT/Otelco is providing free home internet access for 60 days for PK-12 students who

qualify under the National School Lunch Program for free or reduced meals. To request this service, complete the form on Otelco's website or call OTT/Otelco at 1-833-OTELCO1.

If you have a PK-12 student or teacher in your household:

Spectrum is providing free home internet and WiFi for 60 days for any household with a PK-12 student or teacher that has not subscribed to Spectrum internet in the last 30 days. To request this service, call Spectrum at 1-855-243-8892.

If you currently have Verizon Wireless as a cell phone service provider:

Verizon is offering 15GB additional Mobile Hotspot data to nearly all plans, to be used between 3/25/20-4/30/20.

If you currently have T-Mobile as a cell phone service provider:

All T-Mobile customers as of March 13, 2020 who have plans with data will automatically have unlimited smartphone data through May 13 (excluding roaming). No action required. T-Mobile postpaid and Metro customers on plans with HotSpot data can add 20GB (10 GB / month for two months) of Smartphone Mobile HotSpot at no extra charge. (excludes Prepaid T-Mobile Connect).

If you currently have Sprint as a cell phone service provider:

Current customers can receive unlimited data for 60 days with metered data plans. They are providing 20GB of Mobile Hotspot data free to customers with hotspot-capable devices.

If you are concerned about being able to make internet payments during this pandemic:

The Federal Communications Commission (FCC) has issued guidance for providers limiting or eliminating service termination, late fees, and other access supports. Read full guidelines on their website.

END OF THE SCHOOL YEAR AND SPECIAL CELEBRATIONS

The proposed last day of learning for students is June 5, 2020. This provides eight days of professional development for closure of the current school year and planning for 2020-21 school year. We have a number of celebrations that we schedule at the end of each year. We hope to host these events during their regularly scheduled times. If that is not possible due to CDC and MDOE recommendations, then we will work to reschedule the celebrations as soon as safely possible. These events are as follows:

6th Grade Celebrations

8th Grade Promotion & Dance

Cony Class Day and Graduation for the Class of 2020

Adult Education Graduation

CATC End of the Year Recognitions

Our current graduation plan is to keep to the originally scheduled day, Sunday June 14th at 4:00. We would like to have an in-person, face-to-face graduation keeping within social distancing guidelines. If we are unable to have on that day, we will reschedule to a later time in the summer.

CONCLUSION

This continuity of learning guide is a collection of ideas, tasks, and links to learning resources that can support students and families to maintain a connection with their school communities and engage in a learning routine.

Remote learning activities can be used as springboards to other activities and conversations about learning opportunities that students and families can create together.

Many factors were considered when developing this fluid document. By engaging in the continuity of learning exercises, students will help their teachers find the place from which they can start again when they are reunited in their schools.