



WARE PUBLIC SCHOOLS

Remote Learning Plan

In order to comply with the extension of Governor Baker's school closure, Ware Public Schools will transition into the next phase of addressing the distance between us through remote learning.

Remote Learning Guidance:

It must be understood that remote learning is not the same as online learning, as not all members of our learning community have access to engage online. To assure all students can engage in the educational process, a learning packet will be provided for those individuals who do not have online capabilities. Teachers must be flexible to the needs of students and families.

This plan could in no way replicate what occurs daily within a classroom or building; however, we are looking to engage in meaningful and productive learning remotely as we navigate through this time. This engagement is expected to take place through a combination of direct learning and student self-direct learning.

Time Frame for Remote Learning Start Time:

On Monday, April 6, 2020, Ware Public Schools will begin implementing remote learning. Teachers will use the week of March 30th to prepare for the rollout of this next phase in school closure. The week will also be utilized to train educators in Microsoft Teams or Google Classroom platforms to make sure that we have the capacity to introduce some new materials.

PreK-Grade 3:

- Teachers and related service providers in these grade levels will put together a daily schedule to guide students through the day. In addition, teachers and related service providers in these grade levels, as well as specials teachers - including Art, Music, PE & Computers, will put together learning packets for their students to access both virtually and in hard copy form. Hard copies of work can be located outside SMK's Elementary School gym doors in the front of the building, organized in containers by school and grade. Special education teachers, related service providers, English Learner Education teachers, and general education teachers will collaborate in order to support learning in a variety of ways such as making modifications, scaffolding, providing supplemental tools and/or differentiated materials for students to ensure that activities are appropriate and accessible. Special education services, related services and English Learner Education services will be coordinated and implemented to the extent practicable within this plan and schedule below.
- Teachers and related service providers are encouraged to use communication platforms to connect with students and families, which may include:
 - Remind, Class DOJO, Seesaw, Clever, Google Classrooms, Microsoft Teams and other platforms at the teacher's discretion.
 - Utilizing these platforms/apps will allow educators to communicate with families regularly and post activities online for their students.

Recommended Learning Times for Stanley M. Koziol Elementary School:

PreK

Subject	Hours Per Week
Reading/ Writing	2.5
Math	2.5
Total Hours Per Week	5

Grades K-3

Subject	Hours per Week
Reading	4
Writing	2.5
Math	4
Specials	1.5
Total Hours per Week	12

Grades 4, 5 & 6:

- Teachers and related service providers in these grade levels will use the recommended learning times which will guide students through their day. In addition, teachers and related service providers in these grade levels, as well as specials teachers - including Art, Music, PE & Computers, will put together learning packets for their students to access both virtually and in hard copy form. Along with the schedule, teachers and related service providers will provide a combination of online instruction and hard copies of packets for their students. Each of these packets will also include lessons and activities from all educators on their team. Hard copies of the packets will be available for students without devices or the internet so they can still access instructional resources. Packets can be found in the plastic containers left in the front of WMS located under the overhang at the entrance of the school. Special education teachers, related service providers, English Learner Education teachers, and general education teachers will collaborate in order to support learning in a variety of ways such as making modifications, scaffolding, providing supplemental tools and/or differentiated materials for students to ensure that activities are appropriate and accessible. Special education services, related services and English Learner Education services will be coordinated and implemented to the extent practicable within this plan and schedule below.
- Teachers and related service providers in these grade levels will utilize Microsoft Teams or Google Classroom to post videos, chat with students via video conferencing and upload assignments and activities, that are similar to those found in the packets. Teachers and related service providers will also continue to utilize ST Math, Reflex Math, MobyMax and other appropriate intervention or specialized resources and materials as needed.

- In addition to Microsoft Teams/Google Classroom, Teachers will also engage with students using some or all of the following apps:
 - Remind
 - Seesaw
 - Class Dojo
 - Clever

Recommended Learning Times for Ware Middle School:

Grades 4-6

Subject	Hours per Week
Reading	2.5
Writing	2.5
Math	2.5
Science	1.5
SS	1.5
Specials	1.5
Total Hours per Week	12

PreK-6 Teachers and Related Service Provider Expectations:

- Teachers and related service providers will post learning activities, short lessons, videos, and chat discussions online to the best of their ability. This may include apps that allow student to student/teacher live chat, video communication, reading a book and posing a question to students, short video or message to students with the weekly assignments/expectations, play a virtual Jeopardy or Bingo game with your class.
- Teachers will:
 - One (1) classroom video or virtual chat with students each week. (Any teacher experiencing difficulties need to contact their administrator so that arrangements can be made)
 - Review completed work & check in with students who are completing and not completing assignments and activities (encourage the latter to complete assignments) each week.
 - Produce work packets, similar to the online expectations, that can be picked up outside the Middle School building (Grades 4-6) or SMK Elementary School building (PreK-3) organized in plastic containers. Packets will contain 2 weeks' worth of assignments. Teachers will provide work for new packets every two weeks.
 - Assign students in grades K-6 a total of 2-2.5 hours of work for all subjects combined per weekday, Monday through Friday. Pre-K teachers will assign students 1.5 hours of work per weekday, Monday through Friday.
 - Attempt to connect with every student 2-3 times a week (via email, online, apps).
 - Take part in faculty and or grade level meeting as scheduled by the building administrator weekly.

- Upon request, add administrator(s) to Google Classroom, Microsoft Teams, or any other application used to instruct or communicate with students and families.
- Communicate to building administrators by the end of each week if there are any students or families that they are unable to contact through any of the appropriate channels. Administration will then attempt to contact those students and families.
- Continue to hold “Office Hours” during the weekdays from 9 a.m.-1:30 p.m. in order to answer any student or parent questions and to help students navigate the work packets/assignments remotely.

Grades 7-12:

- Teachers and related service providers in these grades will be utilizing Microsoft Teams and/or e-mail to post activities. Activities should cover two weeks of learning. Teachers in these grade levels will also put together hard copy packets for their students that do not have access to the internet and/or devices. Paper packets can be picked up in front of the main entrance of WJSHS. They will be in labeled, sealed storage bins under the front entrance overhang. Teachers will provide work for the hard copy packets to Administration via e-mail by Friday 4/3/20. Teachers will repeat this process every two weeks. Students will need to either “hand in” assignments digitally or drop off their completed hard copies in the blue labeled bin outside the school every two weeks. New hard copies of work for the following two weeks can also be picked up at that time.
- Special education teachers, related service providers, English Learner Education teachers, and general education teachers will collaborate in order to support learning in a variety of ways such as making modifications, scaffolding, providing supplemental tools and/or differentiated materials for students to ensure that activities are appropriate and accessible. Special education services, related services and English Learner Education services will be coordinated and implemented to the extent practicable within this plan.
- All teachers will also be holding classroom hours from 9:00 a.m.-1:30 p.m.daily. This will require them to be available via e-mail to answer student questions, provide clarification and instruction as needed.

Grades 7-12 Teacher and Related Service Provider Expectations:

- The expectation is for students to do no more than 3 hours of work in total for all classes combined per weekday, Monday through Friday. See tables below for specific guidelines.
- Teachers will attempt to connect with students 2-3 times a week (email or Microsoft Teams).
- Teachers are expected to take part in a faculty, and a Department Chair or Department meetings each week.
- Post work and activities using Microsoft Teams and/or e-mail every two weeks.
- Provide Administration with packets that have a similar content to what is being delivered online every two weeks.
- Special education teachers, related service providers, English Learner Education teachers, and general education teachers will collaborate in order to ensure that activities are appropriate and

accessible. Special education services, related services and English Learner Education services will be coordinated and implemented to the extent practicable within this plan.

Recommended Learning Times for Junior Senior High School:

Grades 7-8

Period	7th Grade Hours per Week	8th Grade Hours per Week
Period 1	2	2
Period 2	2	2
Period 3	2	2
Period 4	2	2
Period 5 (Specials)	2	2
Period 6 (Every Other Day)	1	1
Period 6 (Every Other Day)	1	1
Total Hours of Work per Week	12	12

Grades 9-12

Block	Hours per Week
A Block	3
B1 Block	1.5
B2 Block	1.5
C Block	3
D Block	3
Total Hours of Work per Week	12

Special Education and Section 504:

General education teachers, special education teachers, related service providers and other appropriate personnel will participate in and complete necessary activities and documents related to Special Education and Section 504 Team meetings between the hours of 9 a.m. – 1:30 p.m. during the period of closure. If a parent requests a meeting outside those hours, staff will be consulted about their availability. Special education teachers and related service providers will participate in virtual sessions, to the extent possible, in accordance with individual remote learning plans as needed.

Paraprofessionals and ABA Tutors:

Paraprofessionals and ABA Tutors will provide remote learning support and services, including virtual sessions if appropriate, as designed, coordinated and supervised by general education teachers, special education teachers and related service providers. Paraprofessionals and ABA Tutors will engage in professional development activities and meetings as directed by the District and building administration.

Librarians:

Librarians will collaborate with content teachers in their buildings. They will assist with researching relevant lesson materials and provide technical assistance where needed. Librarians should be available by email to teachers and administrators in their buildings.

Counselors:

Counselors will provide teachers and Administration with age appropriate social emotional learning resources to help support our students during this unique situation.

Nurses:

Nurses will call to check in on students who frequent their offices with medical needs. In addition, the Lead Nurse will provide relevant health related information to the website periodically.

Technology Support:

E-Mail may be used instead of the internal ticket system for any technology support requests. All teachers should be logging into Microsoft Teams as a way for the technology department to be able to provide support through video conferences or chat.

For student password resets, parents should contact teachers who will refer the request to the Technology Department for a password reset.

Microsoft Teams Information:

Microsoft Teams have been created and may be used for courses in grades 4–12.

Teams is open/configured for Classroom Teams, Video Conferencing, Audio Conferencing

<https://www.microsoft.com/en-us/education/products/teams/default.aspx>

https://edudownloads.azureedge.net/msdownloads/MicrosoftTeamsforEducation_QuickGuide_EN-US.pdf

Video Trainings can be scheduled by contacting the Technology Department

Google Classroom Information:

Google is open/configured for the classroom app only.

Trainings may be scheduled by contacting Math Specialist Lori Steele at lsteele@ware.k12.ma.us.

iPASS Student Information System:

iPASS will be used as a mechanism to distribute report card grades electronically to parents.

iPASS may be used by teachers to e-mail parents/guardians as well as students who have e-mail.

<http://www.imgsoftware.com/kb/22/>

<http://www.imgsoftware.com/kb/entry/802/>

Clever Single Sign-On Portal:

This portal, primarily used in grades K-8, is a place that the students can login to access GoMath, Wonders, MobyMax, Typing Club, Code.org, STEMscopes and Office 365. Teachers can also setup custom links on their class page. <https://support.clever.com/hc/en-us>

WPS Custom Portal: <https://clever.com/in/wareps>

Class Dojo, Remind, Seesaw:

These apps are free apps that are not managed by the district but that may be used to contact parents.