



YARMOUTH SCHOOL DEPARTMENT

"Empowering Students"

Extended School Closure: Distance Learning Plan

As we move into a time of extended school closure, the District Leadership Team is working to develop a distance learning plan that works for all students.

The goals of this plan are:

1. To reduce the spread of infectious disease through social distancing and facilities cleaning
2. To provide for continuity of instruction for all students
3. To ensure continued health and well-being of all students, including food security

While the educational portions of this plan have been developed by district leaders with input from teachers, specialists, and others from within our schools, as well as educational experts outside of our district, the strategies to promote social distancing and community health have been developed in consultation with our newly formed Medical Advisory Panel, consisting of three physicians with great understanding of infectious diseases and pediatrics – each with strong ties to our community:

Dr. Edward Silco

Pediatrician with Maine Medical Partners Pediatric Clinic with special interests in Acute Care, Infectious Disease, and Newborn and Infant Development. Serves as the Yarmouth School Department's medical advisor.

Dr. Sharon McDonnell

Medical Epidemiologist and Public Health Practitioner who provides epidemiology and community/population support in the US and internationally with experience at the World Health Organization and Centers for Disease Control. Has supported infectious disease eradication efforts worldwide (e.g. Ebola in Liberia) and has taught epidemiology at Dartmouth and UNH (current).

Dr. Patrick Keaney

Pulmonologist with board certifications in Internal Medicine / Pulmonary Disease / Critical Care Medicine. Currently leading the COVID 19 task force for Mid-Coast Hospital in Brunswick.

We recognize that distance learning does not replace the classroom experiences in which students 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 schools, to continue their learning, and to engage them with one another and with the adults in our schools as best we can on a daily basis. To that end, the following plan 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.

Student learning

While schools are closed for an extended period of time, our goal will be to provide ongoing instruction in such a manner as to allow for a normal end date to the school year through **distance learning days**. These days would look different at each grade level:

1. Grades K-4
 - a. Teachers will use an online learning platform, most likely See-Saw, to post assignments for students.

- b. Teachers will hold “office hours” designated by the administration, during which time they could be contacted electronically by students/parents for assistance/clarification.
 - c. Students will access lessons through family devices. For those who do not have a family device, a school device would be provided.
 - d. Lessons will be provided for each day of school closure designated by the Superintendent of Schools as a distance learning day.
2. Grades 5-12
- a. Teachers will use online learning platforms, most likely Google hangouts/classroom, with video capability to post lessons and interact with students.
 - b. Teachers will hold office hours designated by the administration.
 - c. Students in grades 7-12 would likely have their devices at home. Students in grades 5-6 will be provided the opportunity to pick up laptops at school. If they elect to not obtain a school device, students would have to access lessons through family devices.
3. Synchronicity
- At all grades, it is likely that the learning opportunities would be asynchronous, although some teachers (specifically at the high school) may organize real-time learning opportunities through Google.
4. Challenges
- a. Not every student has internet access at home.
 - i. Spectrum has offered free wifi devices to those in need. We will communicate this offer, and how to access it, to those parent/guardians. We also have received a \$30,000 donation from the Yarmouth Education Foundation to assist with this effort in the event costs must be incurred.
 - ii. At the K-4 level, teachers may have to provide the lessons to the parent/guardian’s email in addition to using See-Saw. We have an email address for at least one adult for every child in the district, so we will utilize that mode of communication as needed.
 - iii. At the 5-12 level, teachers will be encouraged to know which of their students do not have internet access at home, and to communicate lessons to those students through parent/guardian email. Adjusting the lesson for those very few who do not have access at home will be part of the “office hours” expectation of teachers.
 - b. Technology devices and platforms may be problematic
 - i. Tech Integrators, our Data Support Specialist, and our Network Administrator will hold office hours and will be available to teachers and students for tech support.
5. Instructional Support
- a. Students with IEPs or 504 plans, and those who receive ELL or GT services, will continue to receive services from teachers and educational technicians. This may involve one-to-one communication (digitally) or, in some cases, school-based programming in individual/small group settings (no in-person meetings or lessons will be provided during the first two weeks to allow for school cleaning and quarantine).
 - b. Students receiving RTI support will continue to receive support from teachers and educational technicians digitally.

6. School Nutrition
 - a. Lunch must be provided to students who qualify for Free and Reduced Price Lunches on any remote learning day that is going to be counted as a full day.
 - b. School nutrition staff will provide these meals at our summer serving site, 1 Juniper Drive in Yarmouth. Meals will be provided from 10:30 a.m. to 12:30 p.m., Monday through Friday for the duration of school closure.
 - c. Per federal regulations, ALL children 18 & under requesting meals will receive them free of charge. No registration or proof of income is needed. Living in the Junipers is not a requirement, nor do students need to qualify for Free/Reduced meal benefits. Any child requesting a meal will receive one.
 - d. Meals will be packaged to take home and children will receive both a lunch for the current day and a breakfast for the next day.
 - e. Please note, children MUST be present in order to receive a meal.

7. Professional Development
 - a. The first day of a school closure will be used for professional development for all instructional staff.
 - b. Tech Integrators will put together a tip sheet for on-line learning platforms programs and will be available to assist with PD as needed prior to and throughout any school closure.

Employee expectations

8. Administrators (Central Office and Yarmouth Administrators' Association members)
Will hold regular office hours on-site unless designated otherwise by the Superintendent of Schools

9. Central Office staff
Will work normal hours and duties. Central Office hours will be 7:30 a.m. – 4:00 p.m.

10. Members of the Yarmouth Education Association Teachers' Collective Bargaining Agreement
 - a. All members will schedule each work day so that it will, as much as possible, match the regular school day in length, and will check and respond to email at least twice each day (suggested once before noon and once after 2:00 p.m.).
 - b. Teachers will provide time each day for virtual office hours, instruction, assessments, feedback directly to students (or through parent/guardian, as needed), parent/guardian communication, team meetings, and professional development. Teachers who are specialists (Lead Teachers, RTI, Tech Integrators, etc.) will interact with students and colleagues electronically, holding office hours as set by the administration.
 - c. Special education teachers will provide support for students and may be expected to meet with students in-person, depending on the student's IEP (however – no in-person meetings will take place during the first two weeks of school closure).
 - d. Librarians will hold virtual office hours and provide support for students/staff and will complete projects beneficial to the school as defined by the building principal.
 - e. Counselors/Social Workers – Will hold virtual office hours and communicate directly with students/parents/ staff. May hold in-person office hours, but not during the first two weeks of closure. Will complete projects beneficial to the school as defined by the building principal.
 - f. Nurses – Will hold virtual office hours and communicate directly with students/parents/ staff. May hold in-person office hours after the first two weeks of closure to provide screening services for students/staff who meet at school. Will complete projects

beneficial to the school as defined by the building principal.

11. School Psychologists

Will hold virtual office hours, communicating with staff, students, and parent/guardians as necessary, complete reports and projects of value to the school as determined by the Director of Instructional Support.

12. Educational Technicians

Will perform duties defined by immediate supervisors in support of students. This may include virtual instruction, delivery/pick-up of materials, transportation support, school nutrition support, in-person support for students with IEP/504/ELL/RTI plans, and participation in professional development activities.

13. AFSCME Local 2010 Employees

a. Drivers

- i. If driver work is available (driving, cleaning buses, etc) then drivers are expected to work and will be paid their regular wage and hours.
- ii. If driver work is not available, then other paid work will be offered. Other paid work may include but is not limited to cleaning schools.
- iii. Drivers may choose to perform other paid work outside of the driver job description and be paid at their driver wage or the appropriate wage for the work being completed, whichever is higher, OR drivers may choose to not work and be paid from earned sick time OR drivers may choose to not work and not be paid.
Note: The first two weeks (or more) would be ideal to train other hourly employees to get their CDLs and expand our driver pool.

b. Custodians

Will remain working and compensated. Will provide deep cleaning as determined by the Superintendent.

c. School-based office staff

Will remain working and compensated, with schools to remain open as determined by the Superintendent. School office hours will be 8:00 a.m. – 4:00 p.m.

d. School nutrition staff

- i. If nutrition work is available (food prep/serving/delivery) then nutrition workers are expected to work and will be paid their regular wage and hours.
- ii. If nutrition work is not available, then other paid work will be offered. Other paid work may include but is not limited to cleaning schools.
- iii. Nutrition workers may choose to perform other paid work and be paid at their regular wage or the appropriate wage for the work being completed, whichever is higher, OR may choose to not work and be paid from earned sick time OR may choose to not work and not be paid.

Facilities

14. Cleaning

Each facility (and all buses) will be thoroughly cleaned and disinfected during this closure. School offices will be closed on Friday, March 20 to allow for thorough cleaning of those spaces. Central Office will remain open, and school administrators will work from remote locations on that date.

15. Quarantine

- a. Once cleaned, school corridors will be sealed off and will not be reopened until such time

as the Superintendent reopens schools or spaces are required for learning opportunities.

- b. Other spaces (library, guidance, etc.) may be opened after cleaning, and will be cleaned again prior to schools reopening.
- c. No spaces other than school offices will be open during the first two weeks of closure (March 16 – March 27).