

St. Mary School, Williamstown

Extended School Closure Academic Plan

This plan has been developed to ensure the continuity of education in the event of emergency school closure as directed by the Department of Health and Human Services in response to a public health situation. The intent is for all students to remain actively engaged in learning activities while school buildings are closed. While the buildings may be closed, education will continue.

We understand that situations will arise that may impact this plan of action. Please contact the teacher if your child is struggling/having difficulty with completing the assignment. Teachers will do their best to get back to you within 2 hours during school time. Please be patient as some of our teachers have multiple classes.

- The plan is designed to deliver at least 4 hours of schoolwork (age permitting) for students primarily in religion, reading, writing, math, social studies, and science. Specials will also be included. Expectations for students will differ according to grade and subject.
- It is expected that all students will complete all assignments on the day that they are due. Depending on the grade and subject, students may certify that they have completed assignments through electronic submission, taking a quiz, parent/guardian certification, or other mechanisms as described in the plan.
- Any student who completes and submits all assignments for a given day will be counted as having attended school on that day.
- Any student who does not complete and submit all assignments will be counted as absent for that day.
- Attendance will be counted each day for the day before – attendance will be based on the assignments being completed and submitted as directed by the teacher.
- Parents/ guardians are responsible to contact the teacher if the child has become sick and cannot complete the assignments. The teacher will then contact the school office.
- Days on which the majority of the students complete and submit assignments that were assigned due to mandated school closure will be counted toward the 180 instructional day requirement for the school year.

Teachers will develop assignments according to their usual procedures, using all resources they believe to be reasonably available to students outside of school. Care will be taken to diversify assignments so that students are engaged in a variety of assignment types (e.g., digital interactive, watching videos, conducting experiments/projects, completing written math practice, making observations of nature, reading a novel, writing a reflection or journal).

Assignments will be related to current curriculum topics wherever possible. This will be demonstrated by the use of a learning objective for each assignment that is related to the school curriculum for a given grade and subject. However, the intent is not to fully replace the in-school experience of the curriculum; rather it is to keep students engaged in curriculum topics so that they can continue with their classes when they return to school.

Posting Assignments

- Assignments will be sent via email to the parents. Upper grade students may be directed to their Schoology account.
- Assignments will be emailed daily by individual teachers no later than 8:30AM.
- Objectives for lessons will be stated which will guide the student as to what they are learning or practicing.
- If a family does not have access to the internet for specific assignments please contact the teacher or main office.
- Assignments for the week as a daily lesson plan (template may be used) must be submitted to the Principal on Monday or Tuesday morning depending on grade level. They will be submitted in person

School Day

- Teachers will be available by email during the hours of 8:30AM-2:45PM. Teachers are asked to respond within 2 hours. Due to the possible high volume, please be patient for a response.
- Teachers will use their time monitoring student work, researching and preparing new lessons, grading/giving feedback on assignments, and being available to parents and students. Appropriate grades will be posted in Ren Web for students in grades 1-8.
- The school office staff and principal will be available in the office from 9AM-12PM each day. Messages may also be left during those times for teachers.

Submitting Assignments and Providing Feedback

- Teachers may ask for assignments to be submitted in a variety of ways:

Through technology on- line

Picture of completed assignment taken on parent phone and emailed to teacher

Teachers may ask parents to sign a form that the work was completed and submit

The office will be open from 9AM-12PM to drop off work. **Items are to be labeled with name, grade, and subject and placed in an envelope or gallon size plastic bag.**

In addition, the drop box will be open from 7AM -7PM. It will be emptied throughout the day and locked for the night at 7PM. **Items are to be labeled with name, grade, and subject and placed in an envelope or gallon size plastic bag.**

Supervising Teachers

- During the week of March 16, all teachers are to check in with the principal on Thursday, March 19 or Friday, March 20. This may be in person, through email or phone call.
- Grades Pre-K – 4 teachers are expected to meet with Principal each Monday between the hours of 9AM-12PM. Teachers of grades 5-8 including the specials teachers are to meet with the Principal each Tuesday between the hours of 9AM-12PM. In addition, communication through email will occur daily. Teachers are expected to check email regularly during school hours.
- If a teacher becomes sick and cannot be available to parents, a substitute will be engaged to continue with the lessons.
- If the Principal becomes sick and cannot be available to the teachers, the Vice-Principal will take those duties.