

STEM Middle School Continuity of Learning Plan

Instructional Philosophy

All instructional staff (including support staff) will continue to live our vision of *Students First: Inspire, Educate, Celebrate*. Instructional staff will utilize all available communication and instructional tools to ensure student accessibility to social emotional supports and learning. Staff will be flexible about due dates/times and accommodate to meet the needs of students and families.

Platform for Content Delivery and Communication

- Google Classroom will be where content and assignments will be placed.
- Assignments will be posted every Monday by 11AM.
- Teacher blogs will communicate to parents information on classwork and will be updated on Mondays by 11AM.
- Teachers will communicate to parents and students via email. Emails will be answered within 24 hours on school business days. Emails sent after school hours or during the weekend will be answered the next business day.

Teacher Professional Collaboration

- Check emails/messages daily and respond within 24 hours.
- Communicate proactively with building staff regarding the needs of students and families.
- Participate in scheduled staff hangouts - Mondays at 2:00 PM.
- Collaborate with PLC teams regularly - Thursdays at 2:00.
- Collaborate with PLC teams regularly - in small groups through hangouts, emails, phone calls, and text.

Instructional Expectations

Teachers will:

- Teachers will create lessons that will be centered around the essential standards for each subject that will ensure that learning continues to move forward.
- Meet the daily work expectations of no more than 30 minutes per day, per class.
- Provide timely feedback to students.
- Ensure that gradebooks are updated weekly.
- Each teacher will provide a 30 minute office hour once a week.
- Each teacher will hold a 30 minute Google Hangout class once a week for each subject/grade that they teach.
- Each teacher will post a video lesson once a week for each subject/grade that they teach.
- Teachers will provide additional support to students, as needed, on an individual and group basis.
- Contact parents and students when class work is not being completed.

Students will:

- Log in to Google Classroom each week to receive assignments.
- Complete and turn assignments in by Friday at 2:30 pm.
- Late work is due by Monday at 2:30 pm of the next week.
- Participate in Google Hangouts.
- Seek help during teacher office hours.
- Contact the teacher if s/he needs additional help/support.

Social and Emotional Needs of Students

- We will involve our special education staff to aid in the delivery of content in conjunction with 504s and IEPs.
- Include our social worker and school psychologist to aid in the social/emotional needs of our students.
- Teachers will be in contact with administrators if student concerns continue.

Connecting and Checking in with Students

- Teachers will connect with every student twice a week through Google Hangouts and Office Hours.
- If a student is not participating in Hangouts and/or office hours AND they are also not completing work, parent contact will be made and recorded in the Contact Log.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 - 10:30	Segs 6th stem O. H	Tawile - Hangout 6	Segs hangout 7th - math	Segs hangout 6th - STEM	Tapp hangout 6th
10:30 - 11:00	Segs 7th Stem O. H	Tawile - Hangout 7 VandenBosch office (8)	Segs hangout 7th - STEM Ap	VandenBosch - GH (8)	Tapp hangout 7th
11:00 - 11:30	Bissonette 7/8 office hours	Tawile - Hangout 8	Fryzel - Office Hours (6)	Fryzel - GH (6-3)	Tapp hangout 8th
11:30 - 12:00	Bissonette 6 office hours			11:45 Fryzel - GH (6-6)	
12:00 - 12:30	Hartrick 6,7,8 office hours	Roberts - 6th - Google Hang	Roberts Office Hrs - 6th		
12:30 - 1:00	Tapp 6,7,8 office hours		Roberts Office Hrs - 7th	Miller - office hours 6 Tawile - office hours 8	Markiecki hangout 6th
1:00 - 1:30	Markiecki 6-8 office hours	Roberts - 7th - Google Hang	Roberts Office Hrs - 8th	Miller - office hours 7 Tawile - office hours 6	Markiecki hangout 7th
1:30 - 2:00		Miller GH6	Hartrick - GH 6th Grade	Miller - office hours 8 Tawile - office hours 7	Markiecki hangout 8th
2:00 - 2:30	Staff Meeting	Roberts - 8th - Google Hang // Miller GH7	Hartrick - GH 7th Grade	Team PLC Meetings	Fryzel - GH (8-1)
2:30 - 3:00		Miller GH8			2:45 Fryzel - GH (8-2)
3:00 - 3:30		Fryzel - Office Hours (8)			Bissonette 6 hangout
3:30 - 4:00			Hartrick - GH 8th Grade		Bissonette 7/8 hangout

Building logs

- Teachers will record emails and phone calls with parents in the STEM Contact Log.
- Log will record date, teacher, form of contact (email or phone), person spoken with, summary of conversation.

Grading

- Assignments will be graded and recorded in MiStar.
- Work completed prior to April 20th that demonstrates a student's mastery of learning will count toward his/her grade. Students do have an opportunity to complete these missing assignments and turn them in for full credit.
- Assignments are due Friday at 2:30 pm of the week in which they are assigned.
- Late work is due by Monday at 2:30 pm of the next week.
- Teachers will provide feedback on assignments.
- For the current marking period, letter grades will be one of the following: A, B, C, G, N
 - G = Reasons outside of their control, or unable to reach the family despite numerous attempts
 - N = No credit due to deliberate lack of participation
- Students who receive no credit may be required to attend summer school or participate in additional learning.
- Year-long grades, the four marking periods, will be calculated for a final grade.