

ACADEMIC CONTINUITY PLAN, PHASE III - FINAL

May 4 through the end of school closure

For Families

Here's What You Need to Know...

TIMELINE

- ★ This phase of the district's Academic Continuity Plan will begin implementation on May 4, 2020, and continue throughout school closure
- ★ If school closure continues past May 15, both buildings will distribute new learning packets to support online instruction, and will continue to do so every two weeks
- ★ Please drop off the second learning packet, and pick-up this new learning packet on April 30 from 11:00-7:00 at both buildings

CURRICULUM and INSTRUCTION

Elementary

- ★ Teachers will prepare lessons, online, and all instructional materials in each grade will be uploaded for availability and use to Google Classroom (*please reference "K-12" information below*)
- ★ Teachers are collaborating, by grade level and subject, a sensible schedule to engage students each week. This schedule will be communicated with families through grade level teams and individual teachers.

Secondary

- ★ Expectations for student independence increase at this level. Secondary instruction will transition from a learning packet model to more of a universal online learning model, and all instructional materials for each course will be uploaded for availability and use to Google Classroom (*please reference "K-12" information below*)
- ★ In addition to instructional delivery online, teachers will Google Meet or ZOOM once a week with each class and provide office hours via Google Classroom during the other days at the convenience of the teacher

K-12

- ★ A non-digital flash drive, pre-loaded with the Google Classroom lessons, supplied by the district, will be provided for students without internet connectivity (we have a student list thanks to the recent connectivity survey)
- ★ All students will receive instructional materials in paper format to mirror the instructional materials found in Google Classroom or the flash drive (for students without internet connectivity). Pickup of paper materials for all students is scheduled for April 30, 2020 between the hours of 11:00 a.m. and 7:00 p.m. at each building

IMPORTANT SUPPORTS and GUIDELINES FOR FAMILIES

- ★ All students are expected to participate to the best of their ability
- ★ Teachers will lead instruction while providing families with any needed support
- ★ Students must be able to complete assignments with minimal resources and should not require additional resources such as poster boards, trips to craft stores, etc...
- ★ Time allocations for students' at-home learning time should not exceed the recommendations listed below

Grades K-2:

2.5 hours total per week for ELA and math, with an additional one hour per week for learning in other disciplines (3.5 hours per week total)

Grades 3-6:

4 hours total per week for ELA and math, with an additional one hour per week for learning in other disciplines (5 hours per week total)

Grades 7-8:

90 minutes each per week for ELA, math, science and social studies, with an additional 2 hours per week for all other subject areas (8 hours per week total)

Grades 9-12:

90 minutes per week for each credit-bearing course (no more than 13.5 hours per week total)

- ★ Students' at-home learning time includes time spent learning new material, watching video lessons, participating in class discussions and completing assigned work and activities
- ★ We fully recognize that every child learns differently and at their own pace
- ★ Special Education and Related Services are being arranged, but IEPs and other accommodation plans will be carried out to the best of our ability, given the circumstances. Related services will be provided to the greatest extent possible.

GRADING

Elementary

- ★ Grading for the remainder of school will consist of teacher feedback in a narrative form. No numerical grades will be given during the remainder of the school closure
- ★ In the event students do not return to school this year, teachers will write a narrative which will summarize student growth in each subject area
- ★ Professional decisions will be made as we go forward together, always keeping the best interests of our students in mind
- ★ Except in rare circumstances students will be advanced to the next grade level. Important conversations between parent, teachers, and the principal should occur as they always have

Secondary

- ★ Final grades for the fourth marking period will be Pass/Fail. The “grade” of pass w/distinction could be considered for student work and participation that shows exceptional effort and diligence. Pass/Fail grades will be placed on report cards
- ★ For classes in which homework is assigned, students will receive feedback from their teachers via Google Classroom, Gmail and/or telephone
- ★ Teachers will use varied forms of assessments to measure and document evidence of student learning with multiple opportunities for revision, re-submission and remedial supports
- ★ While school remains closed, numerical grades will not be recorded in PowerSchool for any assignments during the fourth marking period. Rather, a comment of “Evidence of Learning” or “Not Yet Learned” will be provided for each assignment.
- ★ In the event that classes resume, traditional grading practices will resume
- ★ 35 Week Progress Reports will be measured using a simplified, non-traditional model of grading based on measures of student learning
 - Evidence of Learning (EL) - Student has demonstrated learning of essential curriculum based on what was taught, assigned and turned in. Teachers may add “with distinction” comments, if exceptional effort and diligence has been shown.
 - Not Yet Learned (NYL) - Student has not completed assignment, or work completed does not yet demonstrate learning of essential curriculum. Students will be given the opportunity to redo and resubmit work to demonstrate learning.

CONTACTS

- ★ William Crankshaw wcrankshaw@cooperstowncs.org – Superintendent
- ★ Ann Meccariello ameccariello@cooperstowncs.org - Elementary Principal
- ★ Kristin Butler kbutler@cooperstowncs.org - Secondary Principal
- ★ Kevin Kelly kkelly@cooperstowncs.org - Director of Pupil Personnel Services (*Special Education and Related Services questions in the time of school closure*)
- ★ David Bertram dbertram@cooperstowncs.org – Director of Extra-curricular Advisement and Athletics (*Technology, Connectivity and Child Care questions in the time of school closure*)
- ★ Melissa Rathbun mrathbun@cooperstowncs.org – Food Service Director
- ★ Joseph Kukenberger jkukenberger@cooperstowncs.org – Director of Transportation
- ★ Matthew Murphy mmurphy@cooperstowncs.org – Director of Buildings and Grounds
- ★ Amy Kukenberger akukenberger@cooperstowncs.org – Business Administrator and District Data Coordinator

MORE INFORMATION ABOUT THIS PLAN

While the transition to home instruction has been challenging, the district has acted with the benefit of all students in mind. Instruction and learning has evolved over the past 25+ days based on the five critical elements of design integral to the first and second phases of our Academic Continuity Plan (ACP). In phase III ACP, we continue to evolve our remote learning program built on four essential considerations based on the following article:

Four Core Priorities For Trauma-informed Distance Learning – Mindshift

Kara Newhouse – <https://www.kqed.org/mindshift/55679/four-core-priorities-for-trauma-informed-distance-learning>

- **PREDICTABILITY**
- **FLEXIBILITY**
- **CONNECTION**
- **EMPOWERMENT**

Planning instruction through the frame of the priorities above and aligning our actions with the competing needs of our families who are making varied requests (more work vs. less work, paper-based instruction vs. online instruction, more teacher contact vs. reducing teacher contact due to overwhelmed students and families) is a balancing act. Therefore, we encourage everyone in our school community to remember that we are balancing the needs of all of our students/families and practicing understanding, empathy, and compassion for the situations that others are facing.

GOAL

Ongoing learning remains essential for our students as the foundation for their future grades, courses and post-secondary plans. In Phase III of the CCS Academic Continuity Plan, we address the following essential question:

Essential Question: *What essential learning do we want students to be exposed to before next year?*