

Canaan Schools
Remote Learning
Guidance and Supports
for Students and Families
HANDBOOK
2020-2021

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Introduction

This document describes our systems of support for students and families of Canaan Schools and offers resources and information about the current remote learning plan, as required by the Agency of Education. While we are currently in Step III, this document is provided to families with the goal of remaining alert and prepared to quickly switch to Step I if needed. A transition from Step III to I may be enacted by a directive from the State of Vermont, or, in the case of [individual school closures](#), will be directed by Essex North Superintendent Karen Conroy after consultation with the Department of Health.

We recognize that our remote learning plan relies heavily on parents and other caregivers supporting student learners at home. We appreciate that the effort involved in any shift requires the development of many new skills and routines to adapt to the changing expectations and environments in which we operate. We also understand that parents, teachers, support staff (and others) have had a lot to juggle over the past six months, and Canaan Schools is grateful for your partnership.

During Step I school closure periods, remote learning will be offered to all in-person students. This model contains provisions for instruction both online and through paper materials, ensuring that students without access to the internet are able to receive instruction and support for the continuation of learning during Step I.

We continue to receive frequent updates from the Vermont Agency of Education. If necessary we may be asked to revise or adjust our systems of support. In addition, we will gather continuous feedback from students, teachers, and parents. If/when a revision is made, there will be a highlighted date of revision next to the change in the table of contents. If you have questions or comments regarding this plan, please contact the COVID Coordinator, Megan Prehemo, RN at mprehemo@canaanschools.org, or 1-802-266-8910 ext 3149 or 1-802-497-7192.

Family Resources and Student Support

Remember, the health and wellness of you and your family comes first! Students and parents with questions regarding support should always start with contacting the school. Principals, faculty, and staff are available remotely during this time to support students. Here are some resources that may be helpful.

- [School Website](#)
- For assistance with device/hardware questions please contact the help@canaanschools.org or jrichards@canaanschools.org, Phone (802)266-8910 ext 2113.
- [Self-care resources](#)
- In the event of school closure, meals will continue to be provided and we will share information at the start of the closure period.
- For help accessing food during COVID-19, families can reach out to contact our local NEKCA Food Shelf program at (802) 266-7134.
- [Public Internet Access](#)

- [Parent Tips on How to Make Remote Learning Successful](#)
- Social/emotional supports will continue to remain available. Canaan Schools support staff and counselors will continue to be available supporting students and families you can contact, Mrs. Berry at jberry@canaanschools.org or 1-802-266-8910 ext 3148 and Ms. Irene Simons, School Clinician at isimons@canaanschools.org or 1-802-266-8910 ext 3136.
- Mrs. Prehemo can be reached for questions or concerns about any health related question or concern at 1-802-266-8910 ext 3149 or mprehemo@canaanschools.org.
- Mrs. Lynch can be reached for questions or concerns about remote learning at 1-802-266-8910 ext 2120 or dlynch@canaanschools.org.
- Mrs. Lawcewicz can be reached for questions or concerns regarding Individualized Learning Plans and services at 1-802-266-8910 ext 3134 or jlawcewicz@ensvt.org.
- Bridget Cross can be reached for questions or concerns regarding meals and meal delivery at 1-802-266-3330 ext 203 or bcross@ensvt.org.
- [State of Vermont, Agency of Education COVID-19 GUIDANCE FOR VERMONT SCHOOLS](#)

Continued Contact with Schools

Contacting Teachers

Teachers are responsible for communicating with students regularly. If a teacher messages you, try to respond in a timely manner. If they are setting up a meeting with your student, do your best to ensure that your child is virtually present or communicate absences as necessary. Our priority is to maintain connections with students and families during this time, and establish routines for continued relationship and learning through any period of closure. If you or your student needs to contact a teacher or other school staff member by email, students should use their school email account, all Canaan Schools Staff can be reached via email or by phone [Canaan Schools Staff Contact Info](#).

Attendance

Schools are maintaining daily attendance, which is documented in a variety of ways. On each day for which attendance is recorded, an educator makes contact with the student by video chat or telephone or the student logs into google classroom and engages in learning activities (e.g., completes asynchronous assignments, assessments, etc.)

Feedback/School Surveys

Your family may receive periodic surveys to assess how the Canaan Schools remote learning plan is working for your student and family and to collect feedback to improve this effort. Your input is critical to our success.

Student Support

Case managers, teachers and paraeducators will work closely together to plan and deliver specialized instruction in all settings. Families should reach out to their child's special education case manager with any questions or concerns related to special education programming.

Our Student Support Department has worked to address how to meet the needs of students with disabilities remotely. Revisions have been made for all students on IEPs to ensure that these learners are receiving access to a free, appropriate, public education (FAPE) during this time. Families should reach out to their child's special education case manager with any questions or concerns related to special education programming.

If you move during the school year due to events related to the Covid-19 pandemic and experiencing homelessness, you may be eligible for support through the McKinney-Vento program. Your school can connect you to our ENSU McKinney-Vento liaison for more information about these services, or call Superintendent, Karen Conroy at (802)266-3330 ext. 202.

Celebrations and Traditions

Alternative school-wide celebrations and traditions will be designed and determined in accordance with AOE/VDH guidelines, rules and procedures established. More information from schools will follow.

Student Belongings & Chromebook Turn-in

Schools will provide information on their processes and plans for parents to pick up student belongings and return devices. Please be prepared to return student devices before summer break.

Utilizing Technology for Remote Learning

Families who are unable to connect or have limited access to online resources should contact the school for assistance. All students will be supported to connect with learning and the school community via the method most accessible to them. We have a variety of solutions designed to resolve these concerns and we are committed to meeting our students' needs, including public Wi-Fi at the school and Superintendent Office properties.

- [Do's and don'ts of video conferencing.](#)
- Remember to follow appropriate school use and care for the device.
- If you are having trouble accessing the Google Classroom, school email, or other apps- call the school to contact your teacher directly.
- [Tutorial on Google Hangout Meet](#), [Google Meet Video Tutorial](#)
- There are many apps, programs, organizations offering access, some have been approved for school use, others not. Be careful about agreeing to terms and usage without clear information. Some can potentially gain access to personal information. If you have questions about specific apps/programs please check in with the teacher, or Mr. Richards at jrichards@canaanschools.org, Phone (802)266-8910 ext 2113, or submitting a helpdesk ticket by emailing help@canaanschools.org
- Canaan Schools **does not** recommend or support use of personal Facebook accounts or Zoom in communicating with students (with the exception of HIPAA and FERPA compliant Zoom packages approved by Administration and used only to provide specific contracted services).
- For assistance with device/hardware questions please contact Mr. Richards at help@canaanschools.org or jrichards@canaanschools.org , Phone (802)266-8910 ext 2113.

Schedule

The amount of remote learning will be similar to the amount of learning time that happens in person. This time includes live lessons, video lessons, small group meetings, morning meetings, independent practice, independent reading and writing, and specials.

Preschool	Grades K-2	Grades 3-6	Grades 7-12
8:00-8:30 Morning Staff Meeting	8:00-8:30 Morning Staff Meeting	8:00-8:30 Morning Staff Meeting	8:00-8:30 Morning Staff Meeting
9:00-10:45 Google Meet, Morning Meeting and Instruction with breaks as needed	9:00-11:15 Google Meet, Morning Meeting and Instruction with breaks as needed	9:00-11:15 Google Meet, Morning Meeting and Instruction with breaks as needed	9:00-10:00 Block 1 Google Meet and time to complete assignments with teacher support
			10:15-11:15 Block 2 Google Meet and time to complete assignments with teacher support
10:45-11:45 Instruction	11:15-11:45 Break/Lunch	11:15-11:45 Break/Lunch	11:15-11:45 Break/Lunch
11:45-2:00 Family Outreach	11:45-12:45 Instruction	11:45-12:45 Instruction	11:45-12:45 Block 3 Google Meet and time to complete assignments with teacher support
	1:00-2:00 Specials	1:00-2:00 Specials	1:00-2:00 Block 4 Google Meet and time to complete assignments with teacher support
2:00-3:00 Staff Meetings, Collaboration, Grade Level Teams, IEP/EST/504 Meetings, Data Analysis, PBIS Meetings	2:00-3:00 Staff Meetings, Collaboration, Grade Level Teams, IEP/EST/504 Meetings, Data Analysis, PBIS Meetings	2:00-3:00 Staff Meetings, Collaboration, Grade Level Teams, IEP/EST/504 Meetings, Data Analysis, PBIS Meetings	2:00-3:00 Staff Meetings, Collaboration, Grade Level Teams, IEP/EST/504 Meetings, Data Analysis, PBIS Meetings

Depending on grade-level, students might not be submitting work daily but attendance check-in is necessary each day. These guidelines above are intended to give you a sense of the tentative schedule and amount of time students should be spending on their studies. If the work load appears too much or too little, please contact the teacher. It is important to build in time for outside play, meals and exercise too.

Schoolwork

While we understand that these are extraordinary times, we are requiring and expecting students to complete work as assigned. Students may be asked to work independently and/or with support of family members. We recognize that learning is happening in a broad variety of environments and with a range of support available. Please contact your teachers if there are concerns or challenges we should be aware of as work is assigned and progress evaluated.

Essential Learning Activities

To determine the most essential learning for the year teachers identified critical proficiencies and long term targets per content area. Special services and administrators continue to support this work with all the Canaan Schools teachers.

Students are required to participate and/or attend online meetings. Teachers providing online, digital platforms must have a plan in place for students who do not have access (paper lessons/units comparable in content) with a plan for delivery or pick up. Schools will work with individuals on a case by case basis to determine if, how, and when paper-based work is utilized and returned. Safety precautions need to be in place for all paper-based work going out to and returning from homes.

Vermont Comprehensive Assessments: We are awaiting a directive from Vermont AOE regarding SBAC and other assessments.

Student Led Conferences: In-person conferences will not be held during school closures.

Personalized Learning: Under the direction of classroom teachers, students may have the opportunity to demonstrate evidence of learning while away from school. Students may choose to link assignments, evidence of academic and other learning experiences, discoveries, passion projects, etc. to Google Classroom to demonstrate transferable skills.

Transferable Skills Examples: Helping family and neighbors, learning a new skill (musical instrument, dance moves, art project, foreign language), practicing a trade, designing and completing a personal passion project (building a birdhouse, trail building, recording a podcast, conducting climate change research or virus investigations, journaling, writing a book or short story, farming or maple sugaring projects, observations, nature logs, etc.)

Celebrations of Learning: Schools may assign projects to students to present when they return to school, or submit through video or voice recording. No in-person celebrations will be scheduled during school closures.

Grading & Assessments: Grading will occur as written in the Student Handbook and individual classroom syllabus. Weekly assignments, projects, and video meetings are a few of the many ways progress will be formatively and summatively assessed during this time away from school. Processes for local summative and diagnostic face-to-face assessments and final exams will be determined as needed.

Equitable Access to Remote Learning

Canaan Schools is committed to ensuring equity. We recognize, like other school districts, that striving to provide equity for all learners requires attention and a willingness to distribute resources in a manner that is not always equal. Whereas we've made great progress in addressing equity within our schools, the current public health crisis further reveals and exacerbates the inequities that exist across our state.

We are challenged in our ability to provide equitable digital learning for all students due to lack of access to broadband internet in many areas. Although we do not have a high percentage of families without any internet, many have such slow connections that pending the number of users in a household the use of video or even video conferencing is limited. Nonetheless, we remain committed to mitigating the structural inequity that exists to the best of our ability and we will support students and families to access learning in whatever method is most available to them.

Our remote learning plan relies heavily on parents and other caregivers supporting student learners at home. We appreciate that the effort involved requires development of many new skills and routines to adapt to the changing expectations and environments in which we are operating. Canaan Schools is grateful for your partnership.