

**CANAAN SCHOOL DISTRICT
CONTINUITY OF EDUCATION PLAN
March 17, 2020**

Remote Learning Education Plan

We will be working to ensure that all students have equitable access to learning materials and prepared to extend these opportunities to all learners per the Governor's request. During the first phase of school closure (March 18th - April 3rd), our plan is to maintain educational progress as is outlined by the Governor. This standard should be considered in the design of the first two weeks of remote learning.

All Canaan Schools educators, Pre-K - 12 and CTE have access to the "Continuity of Education" shared drive. This shared drive highlights for all staff their role in supporting our students and families in maintaining learning that has happened thus far in our school year.

Classroom Teachers are responsible for facilitating the completion of the learning materials. They are expected to create quality tasks that will maintain learning.

- Create content specific packets to be sent home with students who need them (Grades Prek-3 & those without access to technology).
- Teachers in Grades 4 through 12 & CTE develop Google classroom platforms for students to access content electronically. E-learning materials could include the development of resource banks; videos, online tools, online resources/activities.
- Plan for and ensure communication with families and/or students through regular check-ins at least twice a week via phone and/or through Google Hangouts/Meet/Mail, etc.
- Log any Social & Emotional Concerns from families and/or students into the "Connection Documentation" Google Form created by our School Nurse to track and make referrals as needed by the Nurse and/or Student Assistant Program (SAP) Personnel.
- Teachers will check their emails at least three times a day to answer questions for families and/or students and staff.
- Attend IEP, 504 or Eligibility Meetings remotely as scheduled by LEA personnel.

Additional Teacher Responsibilities in the event we are closed beyond 4/6/2020

- Continue to create e-learning materials and develop resource banks; videos, online tools, online resources/activities and add them to your google platform.
- Plan to ensure access to materials for students who do not have online access.
- Maintain grades in Web2School on student work and provide feedback to students through regular check-ins at least twice a week via phone and/or through Google Hangouts/Meet/Mail, etc.
- Teachers will check their emails at least three times a day to answer questions for families and/or students.
- Attend IEP, 504 or Eligibility Meetings remotely as scheduled by LEA personnel.

Special Education Teachers are responsible for providing supplemental enrichment

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materials to prevent loss of learning or loss of skills accessible for our students with disabilities.

- Special Education teachers have fully reviewed all IEPs and carefully prepared instructional materials that work best for each student being provided their services in a distance-learning format. This includes accommodations, modifications, and services that are needed to access the type of instructional materials that will be provided to students by their classroom teachers.
- They have developed and will maintain these distance learning plans which identify how educational progress will be maintained and documented. Special Education Teachers will maintain the Progress Monitoring Google Sheet and log communications in the Canaan Communications log.
- Plan for and ensure communication with families and/or students through regular check-ins at least twice a week via phone and/or through Google Hangouts/Meet/Mail, etc.
- Log any Social & Emotional Concerns from families and/or students into the “Connection Documentation” Google Form created by our School Nurse to track and make referrals as needed by the Nurse and/or Student Assistant Program (SAP) Personnel.
- Teachers will check their emails at least three times a day to answer questions for families and/or students and staff.
- If annual IEP reviews or eligibility reviews are due during a school closure, we will work to meet as soon as school is back in session, or through alternate means during the closure, such as video or audio conference calls.
- Although special education or related services may need to be adjusted, IEP teams should work to ensure that a student on an IEP receives services comparable to all other students. Services might include schoolwork packets, online learning, or some other learning adapted to the student’s needs and location.
- Remote learning plans need to address FAPE for children who are eligible for special education. Special educators will be expected to complete a plan in collaboration with a parent or guardian for each student on their caseload (this will be done over the phone). A framework for a distance learning plan will be developed for each student on an IEP.

Social, Emotional, Mental Health & Other Support Services

The Nurse, Student Assistant Program (SAP), and School Counselor personnel will be providing family supports to those students on their caseloads and be available for others in need. It is important that we continue to support the whole child.

- Plan for and ensure communication with families and/or students through regular check-ins at least twice a week via phone and/or through Google Hangouts/Meet/Mail, etc.
- Log any Social & Emotional Concerns from families and/or students into the “Connection Documentation” Google Form to review teacher entries, track and make referrals as needed to parents, counselors, teachers, physicians, etc.
- They will check their emails at least three times a day to answer questions for families and/or students and staff.

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Technology

Students have been allowed access to their Chromebook and/or assigned personal computer over the next few weeks, for those families that do not have a device at home. We are confirming device and Internet access for all students. Any technology issues with user accounts, connectivity or devices can be reported to our help desk at help@canaanschools.org or by calling the school at 802-266-8910.

Child Nutrition Program

The Canaan School District's Child Nutrition Program is committed to strengthening our community by providing healthy and well-balanced meals to children year-round. As it has been announced, Canaan Schools will be closed beginning on Wednesday, March 18th. While schools remain closed, we will continue to feed our students.

We will be preparing bagged meals (breakfast and lunch) out of our production kitchen at Canaan Schools, where our Abbey Group professional staff will prepare meals in a safe and sanitary environment. To exercise the recommended social distancing, we will be delivering meals Monday through Friday to every child's doorstep.

Meals are free to all children ages 18 and under, no application or prior approval is needed. This meal service will begin on Monday, March 23. Menus will follow our basic 'summer meals' offerings and will soon include vegetarian and gluten-free options, please check our website for updates.

Childcare needs of healthcare workers and other Vermonters essential to the response (EMS, Fire, LEO, National Guard personnel, etc.)

In response to the Governor's plan, Canaan School District is collaborating with Agency of Education and Child Development Division for younger children, will work to connect essential workers who need childcare with options for their children. We have sent a survey request out to our parents through an All-Call message and posting on our school websites to help us gauge the potential number of child care slots needed. We are developing plans to support the childcare needs based on the guidance provided by the Agency of Education.

Building Access

There will be NO building access for students and families after Wednesday, March 18th. Only essential school personnel will have very limited access to the buildings. Staff requiring access to the building for materials and resources will need to report to the Head Custodian and Superintendent prior to entry.