

Thomaston Public Schools – Distance Learning and Remote Learning Days Plan

On all days of the week, Certified staff shall:

- Use the G-Suite for Education platform for instruction, assignments, assessments and communication.
- Create a Google Classroom for each separate group of students and/or course in their schedule.
- Share all Google Classrooms with their School Administrator(s), the Director of Pupil-Personnel Services, and the Director of Curriculum, Instruction, and Assessment.
- Orient students and parents on G-Suite for Education applications.
- Provide daily instruction, student assignments and assessments commensurate with typical, in-person lessons.

On remote days, Certified Staff shall:

- Schedule Planning/Meeting Time and Office Hours as warranted.
- Use the G-Suite for Education platform for instruction, assignments, assessments and communication.

Certified Teachers – School Day Responsibilities

Planning and Meeting Time:

Individual, subject area and grade-level times commensurate with the typical, in-person workday.

- All Certified teachers shall:
 - Schedule themselves daily planning time commensurate with their typical school day.
 - Prepare daily lessons, assignments and assessments that shall be:
 - Aligned to curricular learning targets.
 - Rigorous and steeped in critical thinking and problem solving.
 - Measured by a clear criterion that is shared with students (rubric, checklist, etc.).
 - Completed by students without teacher support.
 - Collaboratively plan with Special Education certified and non-certified staff.
 - Add Special Education teachers as co-teachers within their Google Classrooms.
- Teams shall schedule and conduct weekly meetings.

Instruction and Assessment:

Delivery of online instruction and assessment commensurate with typical, in-person teaching.

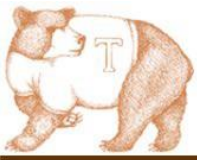
- All Certified teachers shall:
 - Publish by building-specified times, lessons, assignments, and assessments in each Google Classroom each day a class meets (these may be published in advance).
 - Provide instruction for each class that is no more than 30 minutes in length.
 - Establish a means of tracking student engagement each day a class meets (i.e. Question of the Day, submitted assignment or assessment).
 - Require students to submit all assignments and assessments through Google Classroom. At-home printing cannot be required of students.
 - Grade student learning as typical via submitted assignments and assessments.
 - Enter all grades into PowerSchool weekly, at a minimum.
 - Monitor student engagement through timely submission of assignments/assessments. If a student is not engaging for two consecutive class days, the teacher shall contact the student's parent/guardian via email. If the student's engagement does not improve, the teacher shall email the building administrator, providing evidence of first contact.

Office Hours:

Posted times when teacher is available to communicate with students/parents.

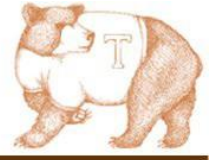
- All Certified Staff shall:
 - (During DL) Provide a **maximum** of 30 minutes of real-time support per class per meeting day via G-Suite for Education applications. Should students log in for learning outside these office hours, they may not receive requested support until the following school day.
 - Schedule 1:1 or small group¹ with students/parents as warranted through G-Suite for Education applications.
 - Schedule parent meetings as warranted.

¹ Written guardian permission must be acquired before any live small group sessions can occur due to student confidentiality.



Thomaston Public Schools

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Black Rock School – Distance Learning Plan

- Academies will not be offered when either the Hybrid Instruction Model or Full Distance Learning Instruction Model is being implemented.
- Certified Classroom Teachers shall each create one Google Classroom for their “core” roster, which shall contain lessons for all subject they teach.
- Physical Education, Music, Library Media/Technology Certified Teachers shall each create one Google Classroom per grade-level which shall contain lesson for that grade level.
- Attendance – The Certified Classroom Teacher shall:
 - Take attendance each school day, including remote days.
 - Post daily, a single Question of the Day that must be answered by students as a measure of school attendance.
 - Send to the School Secretary an absence report from the previous school day.

Certified Staff – School Day Responsibilities

Planning and Meeting Time	• Certified Staff shall follow the District-Wide Distance Learning Plan
Instruction and Assessment	• Certified Staff shall post all daily lessons and tasks by their school starting time.
Office Hours	• Certified Staff shall follow the District-Wide Distance Learning Plan

Thomaston Center School – Distance Learning Plan

- Academies and WIN groups will not be offered UNLESS students on grade levels can be kept in their same cohorts.
- Students who receive services (IEP/504 directed counseling, special education, EL, or intervention) during WIN will receive services during instruction and/or office hours.
- Grade-Level Certified Teachers shall each create one Google Classroom for each subject area they teach, which shall contain lessons for the entire grade-level.
- Physical Education, Music, Library Media/Technology Certified Teachers shall each create one Google Classroom per grade-level which shall contain lessons for that grade level.
- Attendance – The Guidance Counselor shall:
 - Create a Google Classroom for each grade-level (Grades 4-6) and post daily, including Fridays, a Question of the Day that must be answered by students as a measure of school attendance.
 - Send to the School Secretary an absence report from the previous school day.

Certified Staff – School Day Responsibilities

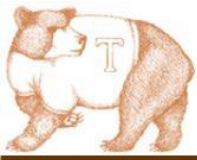
Planning and Meeting Time	• Certified Staff shall follow the District-Wide Distance Learning Plan
Instruction and Assessment	• Certified Staff shall post all daily lessons and tasks by school starting times.
Office Hours	• Certified Staff shall follow the District-Wide Distance Learning Plan

Thomaston High School – Distance Learning Plan

- When either the Hybrid Instruction Model or Full Distance Learning Instruction Model is being implemented: Mondays and Thursdays are A days (Periods 1,3,5,7) Tuesdays and Fridays are B days (Periods 2,4,6,8) Wednesdays are C days (all eight periods).
- Attendance – The Advisory Coordinator shall:
 - Create a Google Classroom for each grade-level (Grades 7-12) and post daily, including remote days, a Question of the Day that must be answered by students as a measure of school attendance.
 - Send to the School Secretary an absence report from the previous school day.

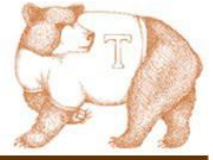
Certified Teachers – School Day Schedule and Responsibilities

Planning and Meeting Time	• Certified Staff shall follow the District-Wide Distance Learning Plan
Instruction and Assessment	• Certified Staff shall post all daily lessons and tasks by school starting times.
Office Hours	• Certified Staff shall follow the District-Wide Distance Learning Plan



Thomaston Public Schools

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Department of Curriculum, Instruction, and Assessment

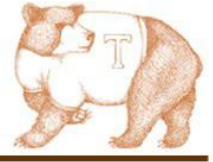
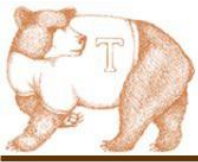
Interventionists

- Interventionists shall:
 - Establish a Google Classroom(s) for each intervention group or 1:1 student they serve.
 - Provide daily instructional resources and regularly assigned assessment activities via G-Suite for Education applications as outlined below:
 - Provide live 1:1 or small group² intervention services utilizing G-Suite for Education as follows:
 - If the Intervention occurs 1x/week, contact time is 1x/week; if the Intervention occurs 2x/week, contact time is 2x/week; if the Intervention occurs 3x/week, contact time is 3x/week, etc.
 - Provide weekly parent contact via G-Suite for Education applications.

Instructional Coaches

- Instructional coaches will work to support all teachers, regardless of content area, in the following ways:
 - Establishing Google Classrooms and utilizing G-Suite for Education applications.
 - Sourcing, developing, and publishing high-quality instructional content and assessments
 - Correcting student-submitted assignments as needed.
- Additionally, instructional coaches are being tasked with other work attendant to district projects, building needs, professional learning, etc.

² Written guardian permission must be acquired before any live small group sessions can occur due to student confidentiality.



Department of Pupil Personnel Services - Distance Learning Plan

All Special Education Certified Staff and Related Service Providers shall:

- Create and maintain a Google Classroom for each student on his or her caseload.
- Share all Google Classrooms with all relevant general education staff and service providers in order for them to upload their online activities.
- Create online learning opportunities designed to meet students' IEP/504 plans.
- Consult with relevant special education and general education staff as well as related service providers to modify classroom materials as appropriate.
- Collaborate and communicate with all related certified and non-certified staff including service providers to ensure modifications and accommodations are implemented with fidelity.
- Monitor student progress and submit weekly communications logs to the Director of Pupil Services.
- Consult with families/students a minimum of once per week via G-Suite for Education applications.
- Provide live 1:1 support or small group³ lessons per the IEP/504 plan requirements for students via G-Suite for Education.
- Written guardian permissions will be acquired for all group work due to confidentiality concerns.

Special Education Teachers

Special Education Certified Staff shall provide specific, online activities specific to a students' IEP goals and objectives. *For TLC and PATHS only: ESS Staff and Teachers shall coordinate lessons to ensure academic and therapeutic consistency.*

Speech Language Pathologists

Speech and Language Pathologists shall provide specific, online instruction and online activities through the students' individualized Google Classroom.

School Psychologist, Social Workers, School Counselors

School Psychologists, Social Workers and School Counselors shall provide specific, online instruction and online activities through the students' individualized Google Classroom.

Occupational Therapists, Physical Therapists

Occupational Therapists, Physical Therapists shall provide specific, online instruction and online activities through the students' individualized Google Classroom.

Board Certified Behavior Analyst and Registered Behavior Technician

Board Certified Behavior Analyst and Registered Behavior Technicians shall provide specific, online support materials through the students' individualized Google Classroom.

Non-Certified Staff - Paraprofessionals

All Paraprofessionals shall:

- Provide support to any assigned students or teachers as requested through G-Suite for Education applications.
- Provide live 1:1 support per IEP/504 plan under the direct supervision of the case manager.
- Be assigned to the same classes as the students they worked with before the school closure period.
- Be assigned other duties per student need.

³ Written guardian permission must be acquired before any live small group sessions can occur due to student confidentiality.