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# Woodland Consolidated School Remote School Day Framework For Teachers and Learners

## Maine Department of Education Required Instructional Days Guidance

Each school administrative unit (SAU) is required to maintain at least 180 days for all of its schools with at least 175 days used for instruction. Rule Chapter 125 defines an instructional day as: **A day during which both students and teachers are present, either in school or in another setting, and engaged in a portion of the day that is devoted to the teaching-learning process.**

SAUs that provide meals to students and adhere to the requirements for an instructional day may count a remote day toward the 175 instructional days requirement.

Remote School Day Technology Support:

If help is needed email tech support at [support@schoolunion122.net](mailto:support@schoolunion122.net)

During remote days our tech support monitors our ticket system during normal school hours.

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## Remote Snow Day Work Expectations

### Grade Pre-K-2

Recommended Remote School Day Schedule:

8:30 - 9:30: Preview Video  
9:30 - 10:00: Student Work Period  
10:00 - 10:30: Break and Snack  
10:30 - 11:00: Movement/Music/Play  
(See teacher's written plan for ideas)  
11:00 - 12:00: Lunch Break  
12:00 - 1:00: Student Work Period  
1:00 - 1:15: Story/Independent Reading  
(see teacher's plan for ideas)  
1:15 - 2:15: Active Play/Finish Remote Work  
2:15 - 2:30: Snack Break  
2:30: Done for the day!

Attendance Procedure:

- The completed returned packet(s) will count as student attendance. Work is expected to be completed the day school is back in session.

Make-Up Work Procedures:

- If remote work is incomplete, it is expected to come back with the student when school resumes and will be completed within 3 days time or a time that is convenient for the teacher.

Office Hours/Online Face-to-Face Instruction: (for support) 9:00-2:30

- Teachers will be available via Email/Clever for parents to contact the teacher if students need help.

Where Remote Work Will Be:

- Remote work will be sent home in packets the day before the remote learning day. A video will be posted via Email/Clever. Parents/guardians of students who are absent when remote work is sent home, need to make arrangements with the teacher to get a packet. Packets will be a review of skills previously taught. No new material will be sent home as remote work.

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## Remote School Day Work Expectations

### Grades 3 - 5

#### Recommended Remote School Day Schedule:

8:30 - 9:30: View Teacher Video  
9:30 - 11:00: Student Work Period  
11:00 - 12:00: Lunch Break (suggested)  
12:00 - 12:30: Silent Read A.R. Book  
12:30 - 1:00: Journal Summary about their reading  
1:00 - 1:30: Outside Play/Snack (suggested)  
1:30 - 2:30: Continued Student Work Period  
2:30: Students are done for the day!

#### Attendance Procedure:

- The completed returned packet/work will count as student's attendance. Work is expected to be returned the day school is back in session.

#### Grading Work:

- The packets/work will be given grades.

#### Make-Up Work Procedures:

- If remote work is incomplete, it is expected to come back with the student when school resumes and will be completed within 3 days time, or a time that is convenient for the teacher.

#### Office Hours: (for support) 7:45-2:45

- Teachers will be available by email for anyone who needs help.

#### Where Remote Work Will Be:

- Teachers will post a video onto Google Classroom by 8:30 that will explain the day's expectations and any necessary directions for the work given
- The packets will be given the day before the remote learning day and/or on Google Classroom.

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**Remote School Day Work Expectations**

**Grades 6 - 8**

Recommended Remote School Day Schedule:

8:30 - 9:30: Morning Meeting  
9:30 - 11:00: Student Work Period  
11:00 - 12:00: Lunch Break  
12:00 - 12:30 - Afternoon Meeting  
12:30 - 2:30: Student Work Period  
2:30 - Students are done for the day

Attendance Procedure:

- The teacher will post/provide a virtual class (Zoom/GoGuardian/Google Meet) to the classroom each morning and afternoon. During the afternoon meeting teachers will follow up with the students and answer any questions they may have from the morning work. All students will attend at this time to get the instructions for the day. During this time, attendance will be taken. Students with bad/no internet service will be considered present if they return completed work on the next school day.

Office Hours: (for support) 9:00 - 2:30

- After the period of the live virtual meetings (morning and afternoon) students will have work time. If the student or parent needs assistance at any time, they can contact the classroom teacher via email or an open virtual link, whatever is the teacher's preference.
- Parent/guardian is responsible for guiding the child's learning using the materials supplied by the school, based on the teacher's instructions.

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**Remote School Day Work Expectations**

**Special Education**

Recommended Remote School Day Schedule:

- All students who are allowed to bring their devices home will be working on “Mindplay” Literacy program independently. Their growth and progress will be monitored by staff.
- All students will have either Math textbooks with lessons to complete and/or Math worksheet packets to practice certain mathematical skills. These assignments are review and reinforcement of previously taught material.
- All students have either chapter books to read independently, or for the younger students, daily book bags with a signature paper to be signed by an adult when they read together each day. The older students with chapter books, may also be provided with content and/or reading comprehension sheets to complete with corresponding chapters.
- Younger students may also have math flash cards in the book bags to practice their math facts at home.
- The teacher will be available from 8:30-2:30. The students are welcome to contact the teacher with any questions or concerns via email, text or phone.

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## **Remote School Day Work Expectations**

### **Music Classroom**

#### Recommended Remote School Day Schedule:

#### Grades Pre-K - Grade 4:

- Music learning packet/handout will be sent home with students if a remote day occurs on their classroom music day. For shorter remote periods, these packets will include activities and learning about: Instruments of the Orchestra, Jazz, Note Recognition, Music of John Williams, Rhythm Lessons, Vivaldi's Four Seasons, Composers and Patriotic Music.
- Optional: Songs students may listen to or sing. (Website Link will be provided in the student music packet/handout).

#### Grades 5-8:

- Music Assignments given through Google Classroom.

#### Instrumental Lessons (Students Grades 5-8):

- Lessons will be given using Zoom or Google Meets if a student has access to the internet. Otherwise, students should rehearse music given to them in their portfolio. Students' music portfolio will be available in the Band/Jazz Band Google Classroom.
- 4th Grade Beginner Instrumental students will be encouraged to practice in the Essential Elements Book.

#### Chorus:

- Students will practice their choral music along with the choral tracks that have been created in the Chorus Google Classroom.

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**Remote School Day Work Expectations**

**Physical Education/Health**

Recommended Remote School Day Schedule:

**Grades PK - Grade 4:**

- PE/Health learning packet/handout will be sent home with students if a remote day occurs on their classroom PE/Health day.
- Links and/or websites will be provided for at home activities with a log to record individual activity.

**Grades 5 - 8:**

- PE/Health assignments given through Google Classroom.

**Attendance Procedure:**

- The completed returned packet(s) will count as student attendance. Work is expected to be completed the day school is back in session.

**Make-Up Work Procedures:**

- If remote work is incomplete, it is expected to come back with the student when school resumes and will be completed within 3 days time or a time that is convenient for the teacher.