

**Brunswick CSD**  
**Emergency Remote Instruction Plan**  
**Guidelines on Remote Instruction for Emergency Closure**  
**Est. March 2023**

The state defines remote learning as “instruction provided by an appropriately certified teacher, or in the case of a charter school an otherwise qualified teacher pursuant to Education Law §2854(3)(a-1), who is not in the same in-person physical location as the student(s) receiving the instruction, where there is regular and substantive daily interaction between the student and teacher.”

Should our schools be forced to close again on an emergency basis, we are prepared for asynchronous and synchronous remote learning via our Chromebooks and/or paper-based/no-tech activities in grades UPK-5 we will follow these guidelines.

- The district will notify all parents/guardians when remote learning is to occur due to an emergency closure when an emergency closure is anticipated after exhausting our allotted number of days (e.g., due to weather forecast).
- Elementary students may be sent home with a Chromebook (Grades 1-5 only). A schedule for synchronous/asynchronous instruction and any special instructions on how to complete work will be provided by the teacher and available in Google Classroom.
  - Students in grades 1-5 may use the Google Meet link within their Google Classroom to meet with teachers for synchronous learning in the morning and afternoon (2 sessions in all). Co-teaching teams may schedule a time(s) for synchronous learning that they both can attend.
  - Students will be assigned (via paper or Google Classroom) an ELA activity, a math activity, and a science or social studies activity (3 in all). These activities should be something that most students can do with minimal adult support.
  - Special area teachers provide at least one activity or online resource related to your special subject area for students in grades 1-5 to access asynchronously. For example, you may email a link for a grade level teacher to add to their Google Classrooms or create your own Google Classroom and assign students to your Google Classroom to access your activity(ies).
- Paper-based remote work will be available to Grades Pre-K/K in addition to providing parents with a Google Meet link for synchronous learning in the morning and afternoon (2 sessions in all).

- Activities should include an ELA activity, a math activity, and a science or social studies activity (3 in all). These activities should be something that most students can do with minimal adult support.
- To be considered present on a remote learning day, students must demonstrate that they have meaningfully engaged in the remote learning activities provided.
  - Please track who participates in your synchronous sessions.
  - Completion of asynchronous paper-based activities should be noted upon the students' return to school.
  - Students will be counted as present if they submit each assigned ELA, math, sci/SS activity and join each synchronous session. Access to special area teacher asynchronous activities will not count toward overall attendance, although participation in these activities may be considered in special circumstances.

During a remote instruction day, the building principal will be available to meet or answer questions during the day if needed. Drop-in "office hours" will also be provided via link if anyone needs to check in about something.

# **SECONDARY EMERGENCY**

## **REMOTE LEARNING**

### **SCHEDULE**

- Period 1: 8:00-8:41
  - (Homeroom/daily attendance taken by all teachers)
- Period 2: 8:43-9:19
- Period 3: 9:21-9:57
- Period 4: 9:59-10:35
- Period 5: 10:37-11:13
- Period 6: 11:15-11:51
- Period 7: 11:53-12:29
- Period 8: 12:31-1:07
- Period 9: 1:09-1:45

Teacher Office Hours: 1:47-2:11 (Extra help as needed)

\*Period by period attendance taken except for study halls and lunch (Period 1 is required for attendance)

Instruction in online format:

- Class sessions take place during above scheduled times
- Taking attendance
  - Attendance records must be maintained
  - Presence in online session
  - Polling questions/exit ticket/formative assessments

TA's - assist with virtual lessons. All TAs should follow the schedule outlined to them by

the special education teacher or building principal.

OT, PT, Speech

Please plan on seeing your students as scheduled

Psychologists, Counselors

Please connect with the building principal on building needs for the day.

Please check in with your counseling students (virtual meetings, etc.) as well as other classroom meets as needed.

Ensure that students are going to the right classes.

Could work virtually as a team

Social workers

Set up virtual meetings with students.

**Special Education Services**

Brunswick CSD CSD will continue to provide special education services to our students. Special Education staff should coordinate those services with the general education teachers as best you can based on the time instruction is occurring.

**Administrators, Custodial, B&G, Secretaries** - report to work in-person.

**Lunch staff**

No lunches provided.

PD will be offered on these days to the extent possible. If there is no PD offered or offered for hours less than the total amount the staff member would use in a typical day, then staff can claim time for the remaining hours.