

Bangor Community Education (including Career Academy and Adult Ed) ***Remote Learning Plan***

2020-2021

Under circumstances when the Bangor High School building is closed due to the pandemic, inclement weather or other scenarios where “in-person” instruction is not permitted, the following remote learning plan will apply:

- 1) **Students (and Families)** - Career Academy students working remotely will:
 - a) Log into Kickstand each school day to be considered “attending”. Students who do not log into Kickstand on a school day will be counted as “absent”.
 - b) Work for a suggested 2-3 hours in Kickstand each school day with frequent breaks.
 - c) Make progress in their Kickstand classes. *For 9-12th grade classes, students must have 100% progress in the course by the end of 1st semester on December 18, 2020. For K-8th grade classes, students should have approximately 50% progress by December 18, 2020.*
 - d) Respond to communications with their Student Success Coach
 - e) Reach out to their Student Success Coach or their class teacher for help
- 2) **Staff Roles and Responsibilities** - All staff will work remotely as much as tasks permit them to do so. On occasion during working hours, staff may be permitted into the school building for purposes of using technology and tools, (ie. printer, copier, wifi, etc.).
 - a) Student Success Coach will continue to complete the below tasks when working remotely. Working hours will remain the same as prior to the remote learning shift.
 - i) Provides support for any learner during teachers’ remote teaching hours (ie. technology/Kickstand issues)
 - ii) Responds to requests for support as soon as possible but within 1-2 school days
 - iii) Monitors Kickstand progress BCA students based on number of weeks passed in school year/semester; communicates concerns for BCA students to the teacher of record
 - iv) Verifies Kickstand logins for the past week for BCA students; pass along any concerns to the teacher of record
 - v) Helps connect any learner who needs academic support to teachers of record
 - vi) Unlock pre-tests and course post-tests (final exam) for BCA students to take with a virtual proctor (unit tests and quizzes do not need to be proctored)
 - vii) Resets lesson quizzes (one time per quiz) for any learner when requested by student and/or teacher of record
 - viii) Provide override requests for any learner when applicable (will not allow student to skip lessons/units)
 - ix) Makes two-way communications with BCA students on their Coach’s list

- x) Manages two 2-way contacts with documentation for all BCA students on their Coach's list
 - xi) Conduct Google Meets with students when possible to provide support through a face-to-face interaction
 - xii) Enters contacts into PowerSchool for BCA students on their Coach's list
 - xiii) Monitors grades for BCA students and contact student with strategies when doing poorly
 - xiv) Attends virtual staff meetings including weekly check-in with administrator
- b) Secretary will continue to complete the below tasks when working remotely. Working hours will remain the same as prior to the remote learning shift.
- i) Responds to parent and student emails/calls, enrollment inquiries
 - ii) Processes requests for enrollment forms, transcripts, attendance reports and other information requested by schools, probation officers, Social Security or MDHHS
 - iii) Enrolls new students
 - iv) Respond to building use requests and questions
 - v) Checks both building phone extensions (1111 and 2100) multiple times a day and responds to messages appropriately and timely
 - vi) Enters Kickstand attendance into PowerSchool
 - vii) Enters grades into PowerSchool
 - viii) Adjusts student schedules in PowerSchool courses are completed and new courses assigned
 - ix) Supports staff with PowerSchool and procedural questions and concerns
 - x) Attends virtual staff meetings
- 3) **Technology** will be provided to students when needed including a Chromebook and mifi device. Technology will be checked out through the district technology department. Any technology issues/concerns will be submitted through the technology website or via email at techsupport@bangorvikings.org.
- 4) **Food Service** breakfast and lunch meals will continue to be distributed to all K-12 Career Academy students on days and times at locations designated by the school district. All meals are free.
- 5) **Special Education** students will continue to receive supports as designated in their IEP. All efforts will be made to conduct services remotely using scheduled Google Meets or telephone calls. If these methods of support are not feasible, in-person support may be provided on-site at the school building during working hours. The special education teacher will conduct IEP meetings virtually and will create and implement ICLPs for any remote learners who do not have a current ICLP.
- 6) **ESL** students will continue to receive supports from ESL staff. All efforts will be made to conduct services remotely using Google Meets or telephone call. If these methods of support are not feasible, in-person support may be provided on-site at the school building during working hours.
- 7) **Tech** students will abide by the remote learning plan established by the Tech staff.
- 8) **Adult Education** will function remotely for learners and staff. All efforts will be made to conduct services remotely. If not feasible, in-person support may be provided on-site at

the school building during adult education working hours. Adult learners will be provided technology and mifi if needed. For remote GED testing, a Windows-based laptop will be provided. Adult learners may only have one computer device checked out at a time (ie. Chromebook or Windows-based laptop).

- 9) **St. Basil's** assigned staff will comply with the instructional model being utilized at St. Basil's unless alternative arrangements are made with administration at Bangor and St. Basil's.