

SAHS RED Schedule

| 7:45-8:45 | 8:45-10:55 | 10:55-11:15 | 11:20-2:15 | 2:15-2:45 |
|------------------------------|---|--------------|--|------------------------------|
| Teacher Planning Time | Office Hours & Student Work Time | LUNCH | Class Instructional Time Block 1 - 11:20-12:00 Block 2 - 12:05-12:45 Block 3 - 12:50-1:30 Block 4 - 1:35-2:15 | Teacher Planning Time |

| | How can teachers utilize each time block? | What students can expect during each block |
|---|---|--|
| Class Instructional Time | <ul style="list-style-type: none"> - Use the time to disseminate information, or to check in on students in a flipped classroom setting - Teachers are required to instruct students via Zoom or other live approved platforms daily during some portion of the designated block. - Teachers can provide time for students to work on asynchronous activities during the block as well. - Take attendance for your classes based on your predetermined plan | <ul style="list-style-type: none"> - Receive daily instruction - Zoom with teachers at the scheduled time. - Attend classes per predetermined teacher requirements |
| Office Hours & Student Work Time | <ul style="list-style-type: none"> - Be available to answer student questions via email, small Zoom session, online chat, other - Set up small group instruction or intervention sessions. Be mindful of overlap with other grade spans and work with students and families to set up small group sessions at the best possible time - Parent and student outreach, which could be calling or emailing to ensure engagement and encourage work completion - Remediation opportunities during this time - Have students work on assignments from the "Class Instructional Time," or work on assignments in preparation for "Class Instructional Time" | <ul style="list-style-type: none"> - This time is part of the school day and students will use this time to complete assignments and other school work to be prepared for Class Instructional Time. - Check in with teachers for extra help or additional instructions |
| Planning and Correcting | <ul style="list-style-type: none"> - Plan, organize, and implement online instruction - Correct student work - Can be used as additional office hours if you decide to work with students at that time - Grade level/department/team meetings | <ul style="list-style-type: none"> - Do what you need to prepare yourself for your classes |

Student, Family, & Staff Responsibility Chart - RED PLAN

| Marti Stevens Learning Center, Skowhegan Area High School, Skowhegan Area Middle School, Somerset Career & Technical Center | |
|---|---|
| Student Responsibilities (All Students) | <ul style="list-style-type: none"> ● Students will attend class remotely via an online format prescribed by your teacher during the class instructional time as outlined in the grid. ● Students will need to be more independent than in a hybrid mode, so, reach out to your teachers and ask for help when you need it and be engaged in what you need to do. ● Remember that remote school has the same expectations and rules regarding behavior that in-person school has. Students will follow those rules to ensure academic success and a productive work environment for all students. ● Check your school email daily and respond to emails within 24 hours. ● Check PowerSchool weekly to check progress and grades. ● Complete all assignments on time, do not fall behind. ● Be prepared for assessments but be ready to advocate and remediate should you need assistance. ● If technology or internet issues arise, reach out to the teacher through email as soon as possible. ● Students will complete school work and be available during the teacher's office hour block. |
| Staff Responsibilities | <ul style="list-style-type: none"> ● Set clear expectations for classwork, homework, and assignments. ● Provide daily live online instructional opportunities daily. ● Staff will take attendance of all students for each class period daily. ● Monitor student attendance and engagement, reach out to students, parents, and administration should questions or concerns arise. ● Implement student engagement strategies within your content area. ● Seek and respond to student questions and needs. ● Follow established building and/or district Zoom protocols. ● Follow accommodations as established in IEP or 504 plans. ● Allow students to remediate as needed in line with established class and school procedures. ● Allow students to give feedback about your class and model of instruction. ● Provide timely and informative feedback. ● Provide intervention to students in need. ● Provide students an opportunity for whole class visual interaction (Zoom or other platform) a minimum of 3 times a week. |

**Marti Stevens Learning Center, Skowhegan Area High School,
Skowhegan Area Middle School, Somerset Career & Technical Center
Continued**

| | |
|--|--|
| <p style="text-align: center;">Staff Responsibilities Continued</p> | <ul style="list-style-type: none"> ● Invite students to sessions during the office hours & student work time if they are missing work or struggling with concepts and/or skills. ● Work from a trauma-informed mindset. ● Special education teachers will provide special education services according to the State IEP Remote Learning Service Plan. |
| <p style="text-align: center;">Grading Practices</p> | <ul style="list-style-type: none"> ● Follow regular grading practices per teacher established course expectations. ● Provide feedback on progress a minimum of once a week. ● Enter grades in PowerSchool in a timely manner, this is feedback for students and parents. ● Formative and summative assessments will continue to be in line with course learning targets, performance indicators, and graduation standards. |
| <p style="text-align: center;">Habits Of Work</p> | <ul style="list-style-type: none"> ● SAHS students will be assessed using the existing SAHS HOW Rubric and scores will be reported quarterly. Click here to view the HOW Rubric. ● SAMS students will be scored using the existing SAMS HOW (Effort and Conduct) Rubric and progress will be reported trimesterly. See rubric at: SAMS HOW Rubric |