Middleborough Public Schools

Updated Extended Learning Plan
Phase III
May 4 - June 18, 2020

“...to foster a culture of excellence within every student, in every classroom, every day.”
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Dear Middleborough Families,

Recently, Governor Baker announced that schools in the Commonwealth of Massachusetts would not reopen for the remainder of this school year. The Middleborough Public Schools will now transition into our third phase of remote learning over the course of the next week based on the latest guidance and directions received from the Massachusetts Department of Elementary and Secondary Education (DESE) and the unique needs of each of our families. During this third phase, the Commissioner of Education has asked that school systems follow our current remote learning practices but also allow for a deeper focus and advancement of certain grade level standards when/if possible.

Many of these general district protocols and expectations are described below and additional direction and school specific information and guidance will be provided by each of our school principals in separate communications.

During this school closure period, we will continue to work to support our students and families so as to keep learning alive by encouraging intellectual curiosity promoted through the extended learning opportunities described below and shared through our Extended Learning website. Through our collaborative partnership between home and school, we hope that these learning opportunities will keep students interested and engaged while reducing the amount of time spent on video games during traditional school hours. By promoting active engagement coupled with routines and a schedule, we will enable a smoother transition upon our return to school.

As a school system, it is our intention to continue to provide Grab-n-Go breakfast and lunch for those in need of nutritional assistance. Please note that these meals will be handed out Monday-Friday from 9:00AM-10:00AM at the Henry B. Burkland School. Friday Grab-n-Go meals will also include “weekend bags”.

We are grateful for the continued contributions of our administrative team and the coordination/compilation of these resources. In particular, many thanks go out to Dr. Melanie Gates and our P.P.S. Director Carolyn Lyons, J.D. whose levels of expertise in each of their departments were integral in making this effort a reality. I would also like to acknowledge the work of our Food Services Director Rebecca Bagnell and the hard working ladies who make the Grab-n-Go meals program a reality each day...along with the distribution crew which has included our School Resource Officers!

These continue to be difficult times for us all as we live through the unprecedented challenges that this health crisis presents to us on a daily basis. Please do everything possible as individuals and family members to stay healthy physically, socially and emotionally. We will all get through this...together!

Best Regards,

Brian E. Lynch
Superintendent of Schools

May 1, 2020 (V2)
Extended Learning Guiding Principles
In accordance with the updated recommendations provided by the Commissioner of the MA Department of Elementary and Secondary Education, the Middleborough Public Schools has embraced the following guiding principles as the basis for our extended learning plan.

Culture of Well-being
The safety and well-being of our students, families, faculty, and staff is our ultimate priority. We will support this priority by providing nutrition to those in need and through supporting the physical and mental well-being of our community through purposeful engagement.

**Nutrition:** The Middleborough Public Schools continues to offer our Grab-n-Go breakfast/lunch on Monday through Friday from 9-10AM at the Henry B. Burkland Elementary School located at 41 Mayflower Avenue.

**Physical Well-being:** Through our weekly engagement with our students we will provide daily opportunities for physical activity with opportunities shared by our physical education teachers. We believe that activating the body will activate the mind and allow our students to better attend to their learning.

**Mental Well-being:** A major support for attending to the mental well-being of our students is through having multiple opportunities per week to engage directly with our teachers. Our faculty and staff love and care for each student and our hope is to continue to convey this through the virtual engagement opportunities provided each week. Additionally, each school will continue to support social-emotional learning through the promotion of the character word of the week, CharacterStrong, virtual class time, and more. We also continue to offer the support of our counselors and Child Study Team. While we cannot be physically connected our goal is to maintain virtual engagement that allows us to continue building positive relationships throughout our school community.
Culture of Innovation and Achievement

To support a culture of innovation and achievement during this period of school closure and continue fostering life-long learning, we aim to provide the following supports:

**Embrace Life-Long Learning:** Life-long learning is about how each individual person strives to be better from one day to the next. Life-long learners are always seeking improvement coupled with a desire to know more tomorrow than they do today. Life-long learners read each day, are curious about the world around them, seek growth, embrace change, follow passions, take care of their physical and mental well-being, find joy in learning, and they have a growth mindset toward getting better each day.

**Continued Student Success:** The updated recommendations from the Commissioner states that we should “include a focus on teaching the content standards most critical for student success in the next grade level.” As noted in the Commissioner’s original recommendations, “Nothing can replace the in-person schooling experience, and we should not expect that remote learning can replicate the traditional school day.” We know that for some the ability to engage in remote learning is quite challenging and this is why we are not expecting students to master new concepts at this time. Our intent is to provide exposure to these new concepts as a means to excite and engage our learners with the goal of creating a bridge to continued student success for the coming school year. Our primary focus is to continue to encourage our students to demonstrate the behaviors of a learner.

Through our Extended Learning website (www.middleboro.k12.ma.us/extendedlearning), we will provide extended learning activities by grade level and/or course that allow for technology and non-technology based engagement. Weekly engagement opportunities will be posted by the Monday of said week so students and families will have flexibility to create a schedule that works best for them. Per the Commissioner’s recommendations, students should be engaged in learning for approximately half of a normal school day (3.5-4 hours a day) and this time includes direct engagement from teachers and the time that our students spend with their own exploration of learning.

**Feedback and Grading:** As we have grown more comfortable with remote learning, we feel that it is appropriate to now move to a credit/no-credit approach to grading. As stated in the Commissioner’s original recommendations, the credit/no-credit approach is “to incentivize continuous learning while acknowledging the challenging situation we face.” Each school will communicate further details of how this approach is being implemented.
**Extended Learning Expectations**

All members of our school community play a role in actualizing the outcomes as noted within our guiding principles. Therefore the following represents our expectations for the various roles within the Middleborough Public Schools.

**For Students**

- Students must put forth their best effort to remain engaged in their own learning.
- Students will remain engaged with their teachers through email, Google Classroom, Google Meet, Zoom, and any other means as communicated by each teacher.
- Students will regularly check-in to the virtual platforms used by their teacher so that they can remain as an engaged learner.
- Students will contact their teacher if they are experiencing difficulty in accessing and navigating our District’s digital resources.
- Students will continue to engage as responsible members of our school community by following the expectations of our [Internet Acceptable Use Policies](#) and appropriate social norms for virtual engagement. Remember the Golden Rule; treat others as you wish to be treated.
- Students agree not to share any link or password provided by the district to access online virtual meetings or other online platforms. Links and passwords should be kept confidential.
- Students will advocate for their own learning needs by communicating directly with their teacher to share their learning needs.
- Students will share their learning and complete the engagement activities as presented through the Extended Learning website and those provided by the teacher. Sharing and submitting student work will allow our teacher the opportunity to provide feedback. Students will receive credit for work that is submitted.
- Students, with the support of their family and teachers, will create a schedule that enables them to promote their own learning.
- Students, with the support of their family, will create an appropriate physical environment within their home that allows them to be an active and engaged learner.
- Students should engage in reading for pleasure or purpose a minimum of five days a week.
- Suggested activities for students should take the equivalent of roughly half the typical school day (3.5-4 hours) and should be inclusive of all activities, including suggested physical activities, reading time, etc.
- Students should submit their work by Friday of each week.
- Students may be engaged with projects that go beyond a week’s time.
- Any student with extenuating circumstances or unique needs should reach out to teachers via email on an individual basis.
- Students shall not engage in taking screenshots, pictures, or audio/video recording and distribution of any virtual educational experience in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Massachusetts law.
For Families

- Families will adopt our Extended Learning Plan in a way that best meets the unique needs of their family. Our intention is to provide structured learning opportunities while providing families with as much flexibility as possible.
- Families should work with their child(ren) to create a schedule that supports learning and engagement.
- Families should work together to create the physical environment that promotes learning for their students.
- Families with extenuating circumstances or unique needs should reach out to teachers via email on an individual basis.
- Families agree not to share any link or password provided by the district to access online virtual meetings or other online platforms. Links and passwords should be kept confidential.
- Families and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about other students due to remote learning and engagement.
- Families in need of assistance with or access to technology should contact their teacher(s).
- Families shall not engage in taking screenshots, pictures, or audio/video recording and distribution of any virtual educational experience in order to protect student privacy, proactively prevent potential cyberbullying, prevent the distribution of copyrighted materials and comply with Massachusetts law.
For General Education Teachers

- Teachers should work collaboratively to design meaningful, productive, and engaging learning opportunities.
- Suggested activities for students should take the equivalent of approximately half the typical school day (3.5-4 hours) and should be inclusive of all activities, including suggested physical activities, reading time, etc.
- Grade level or course level teams will submit their weekly activities to their Principal/Director no later than Thursday of the week prior.
- Additional suggestions or activities can be offered, but should be clearly indicated as an additional opportunity.
- Our focus is on teaching the critical content that will promote continued student success for next year.
- Plans should include opportunities for physical activity and enrichment, such as art, music, etc.
- Teachers will provide each student with feedback and award credit for all of the work students share or submit.
- Teachers will utilize the most effective means that allow each student to receive feedback.
- Reasonable efforts will be made to engage all students. If a teacher has not been able to make contact with a student/family, they will let their school administration know.
- Teachers will be responsive to student feedback as it pertains to engagement and teachers are welcomed to get creative and think outside the box when it comes to getting kids engaged and interested in productive activities.
- Teachers will adhere to the District’s Protocol for Remote Learning.
- Multiple opportunities will be provided each week for students to connect with teachers. This can occur through Zoom/Google Hangouts, phone calls, emails, letters, etc. Teachers will follow the District’s Protocol for Using Zoom with Students.
- Teachers are reminded that student information is confidential and that they are expected to do their utmost to protect the privacy of their students and their information.
- We will offer a wide variety of learning opportunities that will be consistent across grade levels/courses and will include both the use of online resources and activities that do not require a computer.
- Teachers will attend virtual planning meetings with your school, grade level or course alike partners as needed, including special education teachers, to coordinate efforts and share resources in planning the next week’s activities.
- Teachers will attend virtual team meetings, as families and technology allow, and engage in the sharing of IEP related documentation electronically.
- Teachers will assist special education staff in the documentation of progress on student learning during this time.
- Teachers will communicate with their building administration or supervisor in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.
For Special Education Teachers

- Special education teachers in the inclusion setting should be working collaboratively with general education teachers to ensure equity of access for special education students. Accommodations and Modifications should be provided to ensure student access to the engagement opportunities.
- Additionally, we will continue to focus on IEP goals and the providing of FAPE (free and appropriate public education) at this time. We will be exposing students to new concepts to support the bridge to success for the next school year.
- Special education teachers will provide each student with feedback and give credit on the work students share or submit. Special education teachers will utilize the most effective means that allow each student to receive feedback.
- Special education teachers will develop student learning support plans in accordance with the expectations of the Director of Pupil Personnel Services.
- Special education teachers will document the communication efforts with families in accordance with the expectations of the Director of Pupil Personnel Services.
- Teachers will adhere to the District’s Protocol for Remote Learning.
- Multiple opportunities will be provided each week for students to connect with teachers. This can occur through Zoom/Google Hangouts, phone calls, emails, letters, etc. Teachers will follow the District’s Protocol for Using Zoom with Students.
- If the special education teacher has not heard back from a student, that student should be referred to the building CST process and administration should be notified to address this lack of contact.
- Teachers are reminded that student information is confidential and that they are expected to do their utmost to protect the privacy of their students and their information.
- Special education teachers will attend virtual planning meetings with your school, grade level or course alike partners as needed to coordinate efforts and share resources in planning the next week’s activities.
- Special education teachers will attend virtual team meetings, as families and technology allow, and engage in the sharing of IEP related documentation electronically.
- Special education teachers will draft IEPs and document progress on student learning during this time.
- Special education teachers will communicate with their building administration or supervisor in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.
For Unified Arts Teachers

- Unified arts teachers will contribute engagement opportunities to each grade levels’ weekly activities.
- Unified arts teachers will collaborate within their school level teams to develop engagement opportunities in conjunction with each other.
- Unified arts teachers will attend virtual team meetings, as families and technology allow, and engage in the sharing of IEP related documentation electronically.
- Unified arts teachers will assist special education staff in the documentation of progress on student learning during this time.
- Due to the unique nature of the number of students they serve, it is not expected that they reach out multiple times a week to their students, but they are encouraged to provide some universal communication to students so they too can remain connected to our students. These communications can be in a variety of formats and the creativity of our unified arts teachers is encouraged.
- Teachers will adhere to the [District’s Protocol for Remote Learning](#).
- Multiple opportunities will be provided each week for students to connect with teachers. This can occur through Zoom/Google Hangouts, phone calls, emails, letters, etc. Teachers will follow the [District’s Protocol for Using Zoom with Students](#).
- Teachers are reminded that student information is confidential and that they are expected to do their utmost to protect the privacy of their students and their information.
- Unified arts teachers will communicate with their building administration in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.

For English as a Second Language Teachers

- Our English as a Second Language (ESL) teachers will develop and share lessons to support academic language and social language development.
- Teachers will adhere to the [District’s Protocol for Remote Learning](#).
- Multiple opportunities will be provided each week for students to connect with teachers. This can occur through Zoom/Google Hangouts, phone calls, emails, letters, etc. Teachers will follow the [District’s Protocol for Using Zoom with Students](#).
- ESL teachers will continue to coordinate with teachers and administrators for translation services as needed.
- ESL teachers will communicate with their building administration and/or the Director of Curriculum and Instruction in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
For Guidance Counselors, School Adjustment Counselors, and School Psychologists

- Our counselors and psychologists will continue to provide direct support to students and families in need.
- Secondary level counselors will continue working with students and families with scheduling for next year.
- Counselors and psychologists will engage in any necessary professional development required to become conversant in virtual platforms used in their program, classroom, or activity.
- Where appropriate, counselors may provide teletherapy for students using HIPAA and FERPA approved platforms to be determined based on the family’s accessibility and a determination that these services are necessary and essential at this time.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
- Counselors and psychologists will continue to participate on our Child Study Teams.
For Related Service Providers

- Related service providers will assist special education teachers in the development of student learning support plans (SLSP) in accordance with the expectations of the Director of Pupil Personnel Services. If the related service provider is a special education contact person for a particular student, they will complete the student learning plan.
- Our focus is on reinforcing skills and giving opportunities to apply and deepen those skills and/or address deficits in that skill acquisition. Additionally, we will continue to focus on IEP goals and the provide of FAPE (free and appropriate public education) at this time.
- Related service providers will provide alternative learning opportunities for all students on their caseload in collaboration with the special education contact person and all students’ individual student learning support plans.
- Where appropriate, related service providers may provide tele-therapy for students using HIPAA and FERPA approved platforms to be determined based on the family’s accessibility and a determination that these services are necessary and essential at this time.
- Related service providers will engage in any necessary professional development required to become conversant in virtual platforms used in their program, classroom, or activity.
- Related service providers will provide each student with feedback on the work they share or submit. Related service providers will utilize the most effective means that allow each student to receive feedback.
- Related service providers who are special education contact people will document the communication efforts with families in accordance with the expectations of the Director of Pupil Personnel Services.
- If the related service provider has not heard back from a student, that student should be referred to the building CST process and administration should be notified to address this lack of contact.
- Related service providers will attend virtual planning meetings with your school, program, or fellow related service provider partners as needed to coordinate efforts and share resources in planning for students’ SLSPs.
- Related service providers will attend virtual team meetings, as families and technology allow, and engage in the sharing of IEP related documentation electronically.
- Special education teachers will draft IEPs and document progress on student learning during this time.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
- Related service providers will communicate with their Special Education Coordinator or PPS Director in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.
For Education Support Personnel

- Education Support Personnel (ESPs) will work with their grade level or program collaboratively to design meaningful, productive, and engaging learning opportunities for our students that reinforce previously learned content and/or address IEP goals.
- ESPs will assist special education contact people in family communication efforts, documentation of student progress, collection of data, and the sharing of alternative learning activities during this time.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
- ESPs will communicate with their building administration in regards to any support needed to ensure the success of our students and will engage in any training/professional development provided by the district.
- ESPs in need of assistance with or access to technology should contact their building administration.

For Cafeteria Staff

- Cafeteria Staff, with leadership from the Director of Food Services, will continue to support our Grab-n-Go breakfast/lunch for our school community.

For School Nurses

- School nurses will maintain contact with students and their families on their caseload and with students identified as high risk.
- School nurses may also work on updating student records.
- School nurses will maintain a log of their student and caregiver interactions.
- School nurses are available to consult with students and families with any health concerns during this pandemic.
- School nurses are also available to support the town of Middlebrough with epidemic tracing support if cases on COVID19 increase in our community.
- Family and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information (e.g. disability status) inadvertently discovered about students and colleagues due to remote learning and engagement.
- School nurses will monitor Department of Public Health updates and guidance and will prepare a weekly update, as needed, that will be shared through building principals, with relevant information for staff, students and families.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
For Instructional Coaches and Department Heads/Leaders
● Instructional coaches and department heads/leaders will continue to support teachers in developing their weekly engagement opportunities for students.
● Instructional coaches and department heads/leaders will meet, as needed, to provide support and collaborate with teachers and school administration.
● Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.

For Administrative Assistants
● Administrative assistants will continue working on the myriad of daily and annual tasks associated with their school.
● Administrative Assistants will work in coordination with our Student Information Specialist on the updating of data in Aspen.
● Administrative Assistants will support their school administration with maintaining two-way communication with all members of our school community.
● Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.

For School Administration
● School administration will support their faculty and staff in creating their weekly engagement opportunities.
● School administration will continue communicating with faculty, staff, students, and families to ensure that all members of our school community stay informed.
● School administration will promote the overall well-being of their school community by maintaining open lines of two-way communication.
● School administration will provide engagement opportunities with their faculty and staff and provide avenues for support from within the school and district.
● Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
● School administration will continue engaging their Child Study Teams.
● School administration will continue providing inspirational leadership for their school community.
● School administration will continue working on the myriad of daily and annual tasks associated with leading their school.
● School administration will prepare for the successful transition back to school.
For District Administration

- District administration will provide inspirational leadership for our entire school community.
- District administration will provide timely communication to members of our school community.
- District administration will facilitate regular virtual engagement with the District Leadership Team in order to leverage the collective capacity of our District.
- District administration will promote the overall well-being of the school community by maintaining open lines of two-way communication.
- Please be reminded that student information is confidential and that we are expected to do our utmost to protect the privacy of our students and their information.
- District administration will be responsive to the needs of our school community.
- District administration will prepare for the successful transition back to school.