

CAPE ELIZABETH SCHOOL DEPARTMENT REMOTE LEARNING PLAN

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INTRODUCTION

Throughout the period of time necessary to provide remote learning experiences to our students, the Cape Elizabeth School Department remains faithful to the goals of our Strategic Plan. Now more than ever before, it is important that we focus on building and strengthening relationships with our students and developing alternate, effective strategies that allow us to provide an excellent, though different, education to our students. Promoting alternative pathways to learning will be even more important to student learning in our efforts to provide continuity of education, and the creativity of teachers and students will open our minds to a variety of ways to promote and demonstrate learning. We will continue to focus on the whole student, recognizing that learning away from our schools creates stresses and issues that vary from those that students face within the school setting. However, we are dedicated to keeping in contact with our students in order to provide a supportive learning environment.

During periods of remote learning, the Cape Elizabeth School Department remains dedicated to providing food to those who need our help and to maintaining our buildings and grounds in order that our buildings are clean and ready for us when we return to normal, building-based instruction. Support for students who require various academic, social, and emotional supports will be provided, although in different ways, throughout the remote learning period.

The Cape Elizabeth School Department will rely on the professionalism and dedication of staff throughout periods of remote learning as staff are expected to continue to work throughout these challenging times. Teachers will meet with students, first establishing contact, and then following a published schedule that may need to be flexible depending on home situations and childcare needs, as well as student at-home situations. Administrators will maintain contact with staff and with parents, as needed, and will work to provide teachers with support as they provide learning opportunities for their students. Nutrition service, custodial and maintenance, and office support will work, as needed, both within the buildings and from home when possible and necessary. All contracted and hourly staff will be expected to follow standard procedures when sick and personal days are required, will work as needed, and will be paid as per a normal year. Staff who are sick during remote learning days should not report to work.

STRATEGIC PLAN GOALS

1. **Health and Well-Being:** Our schools will provide a supportive learning environment in which physical, social, and emotional well-being are valued and promoted.
2. **Global Competency:** Our students will be personally responsible, aware, empathetic, and engaged local and global citizens.
3. **Multiple Pathways and Definitions of Success:** Our schools will value, promote, and celebrate multiple pathways and definitions of success.
4. **Safe, Sustainable, and Effective Facilities:** Our schools will be safe and effective facilities. They will be updated and maintained to meet the needs of students and staff in accordance with long-term financial planning.
5. **Environmental Responsibility:** The school department will prioritize environmental responsibility, including stewardship and sustainability.

REMOTE LEARNING GOALS

1. Maintain regular contact with students and their families.
2. Provide consistent, flexible instructional programming for students.
3. Support the health and well-being of students, families, and staff.

INSTRUCTION

1. Teachers will provide instruction on Mondays through Thursdays. Fridays will be used for check-ins, Advisory, optional activities, and other forms of student support.
2. Instruction may occur in real time via videoconferencing, through prerecorded videos, and/or via digital platforms and applications.
3. Teachers will continue to provide accommodations for students with 504 Plans or Individualized Education Plans (IEPs).

ATTENDANCE

1. Attendance will be taken based on three factors: interaction with teachers (and peers, if appropriate); completion of assigned work including compliance with due dates; and/or demonstration of engagement.
2. Students' inability to participate in classes due to illness should be reported to their teachers.

GRADING

1. Teachers will focus on providing timely and effective feedback and grades when appropriate.
2. Students will be expected to interact with their teachers and complete assignments.
3. Students who are experiencing difficulties should contact their teachers to arrange for support.

INSTRUCTIONAL SUPPORTS

1. **Academic Skills/Intervention Services:** Interventionists will provide instruction and resources for the students with whom they have been working.
2. **Counseling Services:** School counselors will provide academic and social-emotional information and support as needed.
3. **English Learner (EL) Services:** The EL teacher will provide instruction and resources for students identified as English learners.
4. **Gifted and Talented (GT) Services:** The GT teacher will provide instruction and resources for students in grades 4-8 identified for GT services.
5. **Health Services:** School nurses will be available to answer medical questions.
6. **Social Work Services:** Social workers will provide support to those students with whom they have been working.
7. **Special Education (SpEd) Services:** Special educators will provide instruction and services in accordance with a student's IEP as modified for remote learning.
8. **Support Teams:** Administrators will designate staff to reach out to students who are not participating in remote learning.
9. **Technology Support:** Technology integrators will provide resources and support to students, families, and staff as needed. Students and staff experiencing problems with school-issued devices should contact techhelp@capeelizabethschools.org.

CUSTODIAL SERVICES

1. Custodial staff will sanitize the schools on a daily basis.
2. Access to the schools will be subject to the approval of administrators, including the Director of Facilities and Transportation.

NUTRITION SERVICES

1. Nutrition Services staff will prepare meals for any families who sign up for the Backpack Program by contacting the Director of Nutrition.
2. Meals will be delivered on a weekly basis.
3. Donations can be made to the Backpack Program by sending checks to:
The Backpack Program
320 Ocean House Road
Cape Elizabeth, ME 04107

REMOTE LEARNING SCHEDULES
Pond Cove Elementary School

Content Area	Grades K-2	Grades 3-4
Check-in	Daily	Daily
Reading	10-20 minutes	25-30 minutes
Math	10-20 minutes	25-30 minutes
Writing	10-20 minutes	25-30 minutes
Allied Arts (art, music, health, physical education, library, world language)	10-20 minutes of one content area daily	25-30 minutes of one content area daily
Social Studies and Science	If a teacher chooses to include a social studies or science activity in their daily lesson plan, it will be in place of other content areas on that day.	
Support Services (EL, GT, RtI, SpEd)	Total academic work times should not exceed 40-80 minutes for general instruction, allied arts, and support services combined.	Total academic work times should not exceed 90-120 minutes for general instruction, allied arts, and support services combined.

REMOTE LEARNING SCHEDULE

Grade 5

Times	Maroon Day (Mon/Wed)	Gold Day (Tues/Thurs)	White Day (Fri)
9:00-9:50	Math	English Language Arts	Band Sectionals WIN/Student Support
10:00-10:50	Science	Social Studies	
11:00-11:50	World Language/ Library or Music	Allied Arts	
12:30-2:30	WIN/Student Support	WIN/Student Support	

REMOTE LEARNING SCHEDULE

Grade 6

Times	Maroon Day (Mon/Wed)	Gold Day (Tues/Thurs)	White Day (Fri)
9:00-9:50	Math	English Language Arts	Band Sectionals WIN/Student Support
10:00-10:50	World Language/ Library or Music	Allied Arts	
11:00-11:50	Science	Social Studies	
12:30-2:30	WIN/Student Support	WIN/Student Support	

REMOTE LEARNING SCHEDULE

Grades 7-8

Times	Maroon Day (Mon/Wed)	Gold Day (Tues/Thurs)	White Day (Fri)
9:00-9:50	Period 1	Period 2	Band Sectionals WIN/Student Support
10:00-10:50	Period 3	Period 4	
11:00-11:50	Period 7	Period 6	
12:30-2:30	WIN/Student Support	WIN/Student Support	

REMOTE LEARNING SCHEDULE
Cape Elizabeth High School

Times	Maroon Day (Mon/Wed)	Gold Day (Tues/Thurs)	White Day (Fri)
8:15-9:00	Period 1	Period 3	Office Hours/Student Support
9:15-10:00	Period 2	Period 4	
10:15-11:00	Period 7	Period 5	Advisory
11:15-12:00	Period 8	Period 6	Office Hours/Student Support
12:45-2:15	Office Hours/Student Support	Office Hours/Student Support	

APPENDIX

[District Pandemic Plan](#)

[Pond Cove Elementary School Remote Learning Guide for Parents/Guardians](#)

[Cape Elizabeth Middle School Remote Learning Guide for Students and Parents/Guardians](#)

[Cape Elizabeth High School Remote Learning Guide for Students and Parents/Guardians](#)