

South Brunswick Middle School School - Remote Instruction Due to Emergency Closure

District Responsibilities BEFORE Remote Instruction

- Brunswick County Schools' district office will communicate there will be Remote Instruction Day via call system, email, website and social media to all stakeholders.

SBMS School Responsibilities BEFORE Remote Instruction

- Before the first Remote Instruction Day, Mrs. Rhodes will overview guidelines with Instructional Staff in PLCs.
- Before the first Remote Instruction Day, SBMS administration and teachers will communicate (verbally and in writing) Remote Instruction Day expectations and procedures to parents and guardians.
- Before the first Remote Instruction Day, SBMS teachers will communicate (verbally and in writing) Remote Instruction Day expectations and procedures to students.
- SBMS will communicate options for asynchronous paper/pencil or Learning Management System (LMS) work via call system, website, social media, and DOJO.
- SBMS will share options for communication methods with students and parents either by email or synchronous office hours (if connectivity service is available) via call system, website, social media and DOJO.

SBMS School Responsibilities on the day of Remote Instruction

- SBMS will record attendance on a google form survey sent to students/parents via Google Classroom, email, and DOJO. Attendance will be entered by the homeroom teachers.
- During a remote instruction day, SBMS teachers will
 - Complete administrative tasks as assigned by school administration
 - Complete administrative tasks (communication, feedback, attendance)
 - Monitor/respond to student/parent questions via email, Google Classroom or DOJO if connectivity is available
 - Be available during working hours to respond via email or phone if connectivity is available
- Provide student friendly learning targets for all activities that are aligned to grade level standards that must be clearly stated (paper/pencil or through Learning Management System (LMS))
- Students with 504s/IEPs should follow the school directions for remote learning. Remote instruction lesson plans for students with disabilities should include plans to implement accommodations and or modifications as outlined in the 504 or IEP. Remote instruction lesson plans should enable the student to continue to make progress in the general curriculum while participating in remote learning.

SBMS Responsibilities After a Remote Instruction Day

- Teachers will have dialogue with students regarding feedback on their learning and parents will be provided a survey so that Remote Instruction Days can be improved upon.
- Teachers will grade and record in PowerSchool all assignments within 5 school days of receipt.

SBMS STUDENT Responsibilities for Remote Instruction

- Students will record their attendance via google form sent through Google Classroom, email, and DOJO.
 - A student is considered present for the purposes of daily attendance during a remote instruction day if the student completes their assignments and/or has a daily check-in (two-way communication) with the appropriate teacher.
 - In grades 6-8, the homeroom teacher will be responsible for initiating the two-way check-in and recording attendance in PowerSchool.
- Students will share with their parents/guardians the work that is expected for the day
- Students will ask teachers for help if connectivity supports this via email/LMS/office hours
- Students will participate in dialogue on their experience during Remote Instruction Day upon return to school
- Students will return work that was assigned for the Remote Instruction Day within 5 school days.

SBMS PARENT Responsibilities for Remote Instruction

- Parents will receive and review communication (call system, website, social media, and DOJO)
- Parents will follow the attendance protocol by ensuring the above are followed
- Parents will ask their student to share the assignments that are expected for the day
- Parents will email or attend office hours if there is connectivity with any questions
- Parents will complete a survey sharing their feedback on the Remote Instruction Day