

Berlin-Boylston Regional School District
Snow Day Procedures 2020-2021 (revised January 13, 2021)

Procedure for Snow Day Notification

The Superintendent notifies administrators of intention to close school. This may occur the day prior to a snow day if sufficient information on the forecast is available. Principals will instruct teachers to take home any materials that they may need for the following day.

The Superintendent makes snow day call. All staff and students will remain at home. All school buildings will be closed and inaccessible until further notice.

The Superintendent will specify if the day called will be:

- A Snow Remote Learning Day, or
- A Snow Day - No School (power outage, etc.)

In the event that the schools are already remote, (and staff is expected to be physically in the building), the Superintendent will indicate in his message that staff should work from home.

Schedule

The Snow Remote Learning Day will follow a half-day schedule similar to a typical early release day.

Tahanto sessions will run from 7:35am - 10:56am (accompanied by an abbreviated schedule for each class).

Berlin Memorial/Boylston Elementary School sessions will run from 8:45 - 11:45am.

All students who are scheduled to be in-person on the snow day will move to a remote hybrid learning model. All students who are scheduled to be in the remote portion of the hybrid model on that day will remain in the remote portion of the hybrid model, following the schedule currently designed for them by their classroom teacher at the elementary level or abbreviated school schedule designed for them at the middle/high school level. This includes any live instructional time scheduled to take place.

Assignments will be posted in Google Classroom by each classroom teacher (including specialists) within a topic marked "SNOW DAY".

If a student cannot get online that day, they will have one day beyond the snow day to make up any assignments given during class time as well as any homework that appears in the Snow Day topic folder.

If a teacher cannot get on that day, the student should go to the Snow Day folder and do the work that is in the folder. Students are asked to allow for a 5-minute time gap for the teacher to open a synchronous (live) session, before logging off. (This may be due to a teacher transitioning from class to class).

Attendance for the Snow Day will be taken in person by the classroom teacher and/or designated teacher according to the schedule. All parents are expected to contact the school nurse if their child is feeling unwell and will not participate in school assignments/activities for that day.

NOTE: In the event of a snow day, all students designated as “high needs” will remain at home and move to their individual remote schedule. All preschool students will remain at home and move to a remote learning model.

Preparation Snow Day Topics (Information for Teaching Staff)

1. All teachers are expected to select and indicate within their Snow Day Topics, an email address for students to be able to reach out to them for support. Links should also be provided for any Zoom (elementary), or Google Meet (middle/high school) sessions that will occur on that day.
2. All teachers, including specialists and special educators, are expected to update their Snow Folders (digitally or in paper copy) at least 1x per every 2 weeks between Tuesday, January 19th - Friday, March 26th (excluding vacation weeks), in order to maintain current materials, and submit with their lesson plans. Please make note of whether or not you have made changes to your snow day folder.
3. All professional staff that do not have a Google Classroom will be incorporated into Google Classrooms of the students with whom they work, and will communicate any necessary links and email addresses to them.
4. Paraprofessionals are responsible for checking with their Special Education partner to coordinate instructional times for that day.

IMPORTANT NOTE RE: Student Learning Time - Students at all grade levels who are typically in for the hybrid model will be expected to participate in online **LIVE** learning for a minimum of 180 minutes to fulfill the state requirement of allowing a half-day of school to count

for one school day. If students are currently in a full remote model due to COVID restrictions, the schedules at each school would mirror the schedule used for a half-day of live instruction in that model. In addition, there must also be an 80% participation rate on the snow day in order to count for a school day.

5. Snow Day Topics should be updated daily if there is a prolonged period of time that schools will be closed.
6. Teachers can have the flexibility of choosing to add to the prepared Snow Day Topic with specific assignments for that day. It is the student's responsibility to check the folder of each teacher with whom they are expected to meet on that day.
7. At the elementary grades, If teachers choose to send homework folders, then that expectation must take place *across the grade level*.