

**William B. Wade Elementary**  
**2300 Smallwood Drive West**  
**Waldorf Md 20603**  
**(301)753-1769**

## CONTINUITY OF LEARNING PLAN

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REPORT DATE	PROJECT NAME	SUBMITTED BY
September 10, 2021	School Quarantine Instructional Plan	William Miller, Principal

### SUMMARY

As we welcome 100% of our students back to in-person instruction for the 2021-22 school year, the following procedures have been put in place to continuity of learning for any student or group of students placed in quarantine for COVID-19 related reasons.

### STAFF RESPONSIBILITIES

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ROLE	ASSIGNED STAFF MEMBER	RESPONSIBILITIES
Continuity of Learning Case Manager	William Miller, Principal & Dr. Audria McClure, VP	<ul style="list-style-type: none"><li>Maintain list of quarantined students, number of days out, and return date</li><li>Communicate with parent/guardian to explain process and instructional support in place</li><li>Communicate with teachers and academic support team to implement instructional support plan.</li></ul>
Academic Support Team	Tracy Blake, RRT Judy Gordon, IRT Constance Johnson, Counselor	Reading/ Social Studies Support/Writing Math Support Mental Health Support

	Robert Crowley	Math/Science
	Jonata Johnson	Reading/Math
	Cornelia Poudrier	Math/Reading

## ACADEMIC SUPPORT SCHEDULE

CONTENT AREA	DAYS OFFERED	TIME
<b>Math</b>	Tuesday, Wednesday, Thursday, Friday	2:10-2:45 Other times will be determined with links sent based on availability of staff
<b>Reading</b>	Tuesday, Wednesday, Thursday, Friday	1:15- 1:50 Other times will be determined with links sent based on availability of staff
<b>Science</b>	Tuesday, Wednesday, Thursday, Friday	TBD
<b>Social Studies</b>	Tuesday, Wednesday, Thursday, Friday	TBD
<b>Mental Health Support</b>	TBD	TBD

## OTHER SUPPORT

Case Manager will coordinate communication for academic support using Microsoft Forms and notify academic support team of students requesting assistance.

- Case Manager for Mental Health support will coordinate social emotional support as needed.
- Academic Support Team will have access to teacher LMS pages to view assignments and areas of study.
- Teachers will maintain their LMS page (class website) on Synergy, posting asynchronous assignments for students in quarantine to access.
- Teacher will make arrangements for parent/guardian to pick up relevant materials needed for learning.
- Teacher will stay in communication with student during the quarantine period via Synergy email.
- If the student is sick/injured (COVID or not COVID), the homeroom teacher will continue to communicate to the parent what the student has missed. The student is not expected to

complete work when ill. When the student begins to recover, the student will log on to the teachers LMS page to retrieve missing work. The student will work on the following items:

- Dreambox, Imagine Learning, and/or iRead educational websites, choice board activities uploaded by the teacher on his/her class website. The parent and teacher will communicate and determine a day (within 48 hours) for the parent to pick up any school learning materials from school. The student will still have access to his/her StudentVUE account where the teacher is posting his/her class assignments with descriptive instructions. If needed, the Pupil Personnel Worker (PPW) will transport the work to the student's home. The student and parent(s) can email the teacher directly to ask for clarification.
- The parent can also call the school and ask for assistance from another staff member virtual list of teachers that is provided. Students can also access help through the online support times provided by the teachers that have given up their planning time. He/She will try their best to help support and guide the student/parent with their question(s) about the work.
- Once the student returns to in-person instruction, the student has three school days to submit the completed work. A student will get an excused medical absence if they are sent home for medical reasons, get a documented COVID-19 test, or receive a quarantine and isolation directive from CCPS or other government agency.