



## Extended Learning Program Communication Plan

On Monday, October 22, 2018, The North Middlesex Regional School Committee approved the District Leadership Team and the Extended Learning Committee’s recommendation to implement the Extended Learning Program after five canceled snow days during 2018-2019 school year.

The following groups will receive communication via the method and timeline outlined below:

Group	Content	Method	Timeline
<ul style="list-style-type: none"> <li>● Faculty</li> </ul>	<ul style="list-style-type: none"> <li>● The updated plan including FAQ, Roles and Responsibilities, Assignment Samples</li> </ul>	<ul style="list-style-type: none"> <li>● Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>● No later than November 15, 2018</li> </ul>
<ul style="list-style-type: none"> <li>● Support Staff</li> </ul>	<ul style="list-style-type: none"> <li>● The updated plan including FAQ, Roles and Responsibilities, Assignment Samples</li> </ul>	<ul style="list-style-type: none"> <li>● Building Administration</li> </ul>	<ul style="list-style-type: none"> <li>● No later than November 15, 2018</li> </ul>
<ul style="list-style-type: none"> <li>● Families</li> </ul>	<ul style="list-style-type: none"> <li>● Communication from the Superintendent of Schools regarding the implementation of the Extended Learning Program for 2018-2019</li> <li>● The updated plan including FAQ, Roles and Responsibilities, Assignment Samples</li> </ul>	<ul style="list-style-type: none"> <li>● District website</li> <li>● Superintendent’s chosen method of communication to all families.</li> <li>● Each building principal will communicate to parents at their discretion with the methods their school community has previously identified as the most effective communication tools.</li> </ul>	<ul style="list-style-type: none"> <li>● No later than November 15, 2018</li> </ul>
Students	<ul style="list-style-type: none"> <li>● Assignments and Expectations for completion</li> </ul>	<ul style="list-style-type: none"> <li>● Classroom/ discipline teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Prior to the 1st Extended Learning Snow Day</li> </ul>

\*The Snow Day Extended Learning Pilot will begin after the fifth canceled snow day.

\*A survey similar to the year one pilot will be conducted at the end of the second year pilot program to include all stakeholders prior to the end of the 2018-2019 school year.