



LABRAE LOCAL SCHOOLS

COVID-19 Closure Information

Updated Information: March 30, 2020

Educational Information:

All educational information can be accessed from a live link on our website: <https://labrae.school>. The live link will be **activated Wednesday afternoon**. It is a link that allows anyone with web access to view a Google Drive Directory. Each building will have their own Drive folder with each teacher having their own folder within the building folder. Our staff is working to load curriculum, resources and instructions. All folders will provide content and/or directions to Google Classroom. The link will read: **LaBrae COVID-19 Curriculum**

- **Bascom:** Parents will be provided physical learning packets. Students with online access will have access to their Lexia accounts for ELA and other resources for Math. Teachers will provide details and instructions in their Drive folder. Pick-up for learning packets and student personal effects will be **Wednesday, March 18th** between the hours of **2:00 p.m. and 7:00 p.m.** Also, we ask that students please return checked-out library books at this time.
- **LaBrae Intermediate:** Teachers will make use of the Drive folder setup. From their Drive folder, some teachers will redirect you to Google Classroom. Teachers may also make use of loading content for viewing or printing directly from their folder. Parents needing a learning packet can request a physical packet. Please contact the teacher and/or office to make the request. Pick-up for learning packets and student personal effects will be **Wednesday, March 18th** between the hours of **2:00 p.m. and 7:00 p.m.** Also, we ask that students please return checked-out library books at this time.
- **LaBrae Middle School:** Teachers will be loading resources and instructions to the Google Drive Directory. Many teachers will make use of Google Classroom. Some will load materials to their Drive folder. Learning packets will be available for families without online access or adequate printing capabilities. Please contact the teacher and/or office to make the request for learning packets. Pick-up for learning packets and student personal effects will be **Thursday, March 19th**, between the hours of **2:00 p.m. and 7:00 p.m.** Also, we ask that students please return checked-out library books at this time.
- **LaBrae High School:** Teachers will be loading resources and instructions to the Google Drive Directory. Many teachers will make use of Google Classroom. Some will load materials to their Drive folder. Learning packets will be available for families without online access or adequate printing capabilities. Please contact the teacher and/or office to make the request. Pick-up for learning packets and student personal effects will be **Thursday, March 19th**, between the hours of **2:00 p.m. and 7:00 p.m.** Also, we ask that students please return checked-out library books at this time.

Beginning the week of **March 23rd**, LaBrae teachers will be maintaining office hours at the school. Teachers will be available by district phone using the appropriate Google Drive directory on **Tuesdays** and **Thursdays** from **8:00 a.m. to**

12:00 p.m. Teachers may also be contacted via email, and their email addresses will be listed in the Google Drive directory in addition to the email directory on our website. If a family has no means to get a learning packet, please inform the teacher/office when you make your initial request.

LaBrae is working to establish a drop-off bin for student work that is completed offline. It is our goal to create a structure where parents will have 24/7 access to these drop-off bins and work can be returned as students work through the material. Work will be collected from the bins on days LaBrae has office hours. Once these plans are finalized, LaBrae will notify parents with final details. **LaBrae has placed locked containers at each building so that parents can return student work. Parents need to ensure the work has the name of the student on each page. We ask that all work, if possible, be placed in an envelope with the student's name on the envelope. Parents will have access to the bins 24/7, and the work can be submitted via a slot located in the lid of each container. The Bascom container is located under the canopy outside the main entrance. LaBrae HS, LaBrae MS, and LaBrae Intermediate all have bins located in the foyer of each entrance. The outer doors will remain unlocked at all times. Please note that MS work should be returned to the foyer at the MS doors located adjacent to the flagpole at the Event Entrance on the west side of the complex.**



Bascom Elementary



Drop-Off Container



**MS Drop-Off
Location**

LaBrae families will have plenty of school work provided by our teachers to engage your children, but if parents are looking for other activities to fill the void at home once LaBrae work is accounted for, the Trumbull ESC has provided a website that serves as a central location for parental resources to engage students beyond the work at school. The resources available can serve as enrichment that allows students to explore their interests and fill their curiosity during this shut down. You can access the ESC resource page via the following link: [Trumbull ESC Parent Resources](#).

Special Education:

LaBrae Schools will comply with accommodations that are expected through students' IEP or 504 plans. Classroom assignments will be modified to match their needs and abilities and related services will be provided via specially designed activities and support provide during office hours. If a parent/guardian has questions about services available, please contact Amy Frederick, Director of Pupil Services. 330.898.0800 #

Technology:

LaBrae has a limited number of Chromebooks available for check out. A Chromebook request form must be completed. Chromebooks will be distributed on a first-come basis. Chromebooks will be distributed on **Thursday, March 19th** from 2:00-7:00 p.m. in the LaBrae Complex cafeteria. Parents will be required to sign a property liability form. If a Chromebook is damaged, or a family fails to return it, parents are responsible for the replacement cost of the device.

- In order to use the Chromebook a family must have wireless access at home via an Internet provider or a mobile hotspot.
- Only one device can be checked-out per family.

- Please do not request technology if your family already has a laptop or personal computer.
- The Chromebook request form has been deactivated as all available Chromebooks have been claimed. If a parent placed a request and didn't pick up their Chromebook on Thursday evening, please pick up your Chromebook on Tuesday between the hours of 8:00 a.m. and 12:00 p.m. If the Chromebook isn't claimed by Friday, it will be reallocated to another family requesting use of the Chromebook.

District Directory:

We have placed a district directory in our LaBrae COVID-19 Curriculum folder. Once this link is live, you will be able to view the District directory as well as the directory for each building located in the building folder. We have reprogrammed our phones so that you can use the staff extensions to dial directly to the staff member. When calling LaBrae, dial 330.898.0800 and hit #, then enter the extension number.

Food Service Information:

LaBrae will strive to provide lunch to children ages 3-18 who need it during the mandated closure of schools. We will be offering meals for pick up at the HS entrance or dropped off at the morning bus stops from 11 a.m. to 1 p.m. When lunch is delivered, each child getting a lunch will also receive a school breakfast for the next morning. There is no cost to the family for the meal. All meals are free, regardless of a student's lunch status.

In an effort to better estimate the number of meals needed, we ask you to place an order for your student(s) through Google survey sent to parents. Parents only need to submit the request once. Once you sign up, LaBrae will provide a free lunch and breakfast each weekday. Food delivery, or pick up, will begin Wednesday, March 18th, Monday through Friday through **Friday, May 1st**. The end date is subject to change.

Meals for open enrollment students can only be provided through the pick-up option.

Viking Pantry Information:

LaBrae anticipates opening our Viking Pantry for LaBrae families only every **Thursday** beginning on **Thursday, March 26th between 10:30 a.m. and 12:00 p.m.** We are working with the Second Harvest Food Bank to replenish our stock. If a family has a dire need prior to March 26th, please email Amy Frederick at amy.frederick@labrae.school. LaBrae will do our best to assist you with your needs. **Families can pull into the elementary bus loading zone between Bascom and LIS. Families will be responsible for loading the box of food into their vehicle. LaBrae wants to ensure that our Viking Pantry is used to support LaBrae families. To that end, please do not encourage others outside our community to visit the pantry.**

Cleaning Information:

All classrooms and buses have undergone a deep cleaning process to properly sanitize high touch areas and the like. This process began on Friday, March 13th and was completed on Tuesday, March 17th.

Published: March 17, 2020

Revised: **March 20, 2020**

March 30, 2020