

B. F. Butler Middle School
Family Orientation
Remote Learning

September 2020





Rationale for Our Remote Plan

With parent feedback about the emergency closure, we developed this plan to:

- Eliminate the need for families to provide instruction;
- Provide all students with a device, (and supplies if needed);
- Ensure that parents can observe their children in remote learning and easily see their children's progress and completion of assignments;
- Implement district policies for attendance, assessment and grading



Family Responsibilities for Remote Learning

What will I as a parent need to do?

- Maintain typical routines for school days, such as wake up early enough to be on time to log in
- Pick up student breakfasts and lunches at distribution sites if you are using our food service program
- Charge or plug in devices-use LPS devices just for school
- Help log into the Learning Management System if needed
- If your child has difficulty attending to the schedule, someone may need to redirect.
- Eliminate distractions like televisions, music, and game consoles during school hours and have your child use headphones if helpful.
- Keep all school supplies organized and safe.



Procedures, Contact Information, Attendance, Expectations

- School Hours remain the same: **8:00 - 2:50**. Students should be completing their work **DURING** the day with the support of our school staff.
- Expectation is that students “attend” their scheduled sessions with their teachers, participate in both live sessions and independent work time, and complete assignments.
 - Homeroom teacher is their assigned classroom
 - Special Education Teacher and Providers, as well as ELL teachers will also be taking groups during students ELA, Math, and WIN blocks through break out ZOOM sessions.
- Unfinished work is **NOT** homework.
- Technical support will be available for help with devices by entering a ticket at [www.http://helpdesk.lowell.k12.ma.us/](http://helpdesk.lowell.k12.ma.us/)
- **NO** Visitors are allowed into the building, due to COVID, unless scheduled. **NO** field trips or in person Open House



Resources, Student Access, & Platforms

- All grade levels (5 - 8) will be using Google Classroom electronic platform for learning
- Students will login through CLEVER using their LASID and DOB
- Teachers will communicate through the REMIND app, their email, and by phone.
- Devices and required supplies will all be provided to your child
 - Parents will have to come to the school to sign out device and pick up the materials
 - Passwords for platforms will be provided by the teachers
 - Students submit work electronically, unless writing in a journal



Resources, Student Access, & Platforms, continued...

Online supports may include:

- Learning Management System (LMS):
Buzz LMS
- LEXIA
- STMath
- IXL
- PearDeck
- EdPuzzle
- Epic! (Unlimited during school hours & 2 hours free outside of school hours)
- District online tutorials
- School website

WE ARE HERE TO SUPPORT YOU!



Attendance

- Student attendance will be taken daily and entered into our database system by teachers.
- If students are sick, parents should still CALL the school at 978-937-8973 for record keeping and doctor's notes should be emailed or faxed to the school to excuse absences.
- Student must attend each session to be marked present (unless there's a school approved plan).
- Attendance will be monitored carefully by teachers and administrators. We will reach out when we see many absences or a pattern of absences to create an attendance plan.
- School-based attendance teams will track "daily or weekly meaningful interactions" and follow the LPS district attendance intervention plan.



Daily Schedule for REMOTE School Day

Sample Schedule

| | A-day | B-day |
|---------------|-----------------------------|----------------|
| 8:00-8:35 | Homeroom and Daily Check In | |
| 8:35 - 9:30 | Mathematics | |
| 9:30 - 9:45 | Academic Break | |
| 9:45 - 10:40 | English Language Arts | |
| 10:40 - 10:55 | Academic Break | |
| 10:55 - 11:40 | Allied Arts | |
| 11:40 - 11:55 | Academic Break | |
| 11:55 - 12:50 | Science | Social Studies |
| 12:50 - 1:20 | Lunch | |
| 1:20 - 2:05 | WIN | |
| 2:05 - 2:50 | Independent Study | |



Daily Schedule for In-Person School Day

Sample Schedule

| | A-day | B-day |
|---------------|-----------------------------|----------------|
| 8:00-8:35 | Homeroom and Daily Check In | |
| 8:35 - 9:30 | Mathematics | |
| 9:30 - 9:45 | Mask Break | |
| 9:45 - 10:40 | English Language Arts | |
| 10:40 - 10:55 | Mask Break | |
| 10:55 - 11:40 | Allied Arts | |
| 11:40 - 11:55 | Mask Break | |
| 11:55 - 12:50 | Science | Social Studies |
| 12:50 - 1:20 | Lunch | |
| 1:20 - 2:05 | WIN | |
| 2:05 - 2:35 | Independent Study | |
| 2:35 - 2:50 | Dismissal | |



8th grade team

<https://docs.google.com/presentation/d/1Do4sOh7jFi2z4AER-DBBhKQ4ucJpQ00gr52alqwohHs/edit?usp=sharing>

Allied Arts Classroom

https://docs.google.com/presentation/d/e/2PACX-1vSGo2I7jo4wkaitfjMT7nNNB_CThfOXxTmhHz6BfR3YpTYYhwulyPBlzyaBn95-KgEd6TyVYRIOUfoF/pub?start=false&loop=false&delayms=3000&slide=id.p



Grading

Progress Reports & Report Cards

- Using our usual progress report and report card schedule
 - Progress Report for Quarter 1 - October 19
 - Report Card for Quarter 1 - November 30

- Report card criteria is based on the the curriculum maps for the year

- There will be NO pass/fail grades like the emergency closure.



Assessments

- Students will take diagnostic assessments on the computer.
 - iReady diagnostic #1 will be scheduled between the following dates:
 - ELA - October 19-23
 - Math - October 26-30
- It is very important that students do this work independently so that we know what your child knows and what we need to teach.
- Some assessments may be done during one-to-one conferences.



Supports Available for Families

Please let us know if you need help accessing any of these supports:

- Social Worker
- Food Service Sites
- Bilingual Parent Liaisons
- Catie's Closet

Information will be sent to you by:

- REMIND (must connect with password)
- Phone Calls (need accurate number)
- ConnectEd Calls (principal)
- Emails (need accurate email address)
- Smore Newsletters
- FB or Twitter (must follow)
- School Website



Device & Materials Distribution Plan

At the Butler Middle School, we are committed to providing students and families with the technology and an agenda book their students need to learn in a remote setting.

- All students will be receiving a LPS device for the school year to engage in remote learning
 - We will be providing Chromebooks to all students (Remote and In-Person) in grades 5-8 can pick up devices starting Monday, September 14th from 7: 30 am - 4 pm Tuesday and Wednesday until 6pm



Device & Materials Distribution Plan

What to expect when you pick up your student computer device:

There are THREE forms families can expect when you arrive to pick up the device:

- **Acceptable Use Form** - this 4 page document explains exactly what is considered *acceptable use* of a LPS computer device - you will take this home with you.
- **Device Receipt Form** - a staff member will help you complete this form for our records that documents your student's information and the exact device received
- **Insurance Information** and web-link - you will receive information about an optional insurance program which covers damage and/or loss of the device for **\$24 for the full year**



Next Steps

- In-Person Family Orientation to learn about school safety and procedures
- PTO meetings
- Parent Workshops on remote learning platforms/computer use