

C.W. Morey 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 the materials they need to do the work (devices, supplies);
- 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 use our meals program
- Charge or plug in devices--use LPS devices just for school
- Help log in as needed
- Redirect your child to school work
- 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 (materials used only for school)



Procedures & Expectations

- School Hours remain the same: 7:30-1:50
- 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.
 - Classroom teacher is the primary contact
 - Special Education Teacher and Providers, as well as ELL teachers will also be taking groups in the video conferencing sessions.
- Homework may be intermittent throughout the year. The most important thing to do with your children at home is to read with them in any language.
- NO visitors are allowed into the building, due to COVID, unless scheduled. NO field trips or in person open house



Contact Information

Morey School Phone: 978-937-7662

Morey School Fax: 978-937-7663

Principal: Kate McLaughlin kmclaughlin@lowell.k12.ma.us

Asst. Principal: Keliann Woodlock kwoodlock@lowell.k12.ma.us

Social Worker: Tara Gabriel tgabriel@lowell.k12.ma.us

Technology Help Desk: 978-674-2024

Help Desk Email: helpdesk@lowell.k12.ma.us

Entering an IT ticket at [www.http://helpdesk.lowell.k12.ma.us/](http://helpdesk.lowell.k12.ma.us/)



Resources, Student Access, & Platforms

- Grade levels will use the same electronic platforms:
PreK-2: Seesaw **Grades 3-4: Google Classroom**
- Students will login through CLEVER. Younger students will have a QR scan card & others will login with their LASID and DOB
- Teachers will communicate through the Class Dojo app, their email and by phone.
- Devices and supplies will 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 at that time.
 - Students will submit work electronically.
 - Keep your supplies and devices in a safe location



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

Online supports:

- Learning Management System (LMS):
Buzz LMS
- LEXIA
- STMath
- Raz-Kids
- Epic! (Unlimited during school hours & 2 hours free outside of school hours-monthly fee for unlimited access)
- Tumblebooks
- 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 our school clerk.
- If students are sick, parents should still CALL the school at 978-937-7662 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 of an exception in IEP or 504 plan). Please make sure that your child returns from all breaks.
- 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 of Synchronous (Live) & Asynchronous (Independent work) Sessions

Sample Schedule & Expectations

Grade 1

| | |
|-------------|-------------------------------|
| 7:30-7:50 | Breakfast/ Morning Meeting |
| 7:50-9:00 | Reading Workshop |
| 9:00-9:15 | Recess & Mask Break |
| 9:20-9:50 | Phonics Workshop |
| 9:55-11:00 | Writing Workshop |
| 11:05-11:20 | Recess & Mask Break |
| 11:25-11:50 | Lunch |
| 11:50-12:50 | Math & ST Math |
| 12:50-1:40 | Specials |
| 1:40-1:50 | Dismissal or Class Meeting |

Grade 4

| | |
|-------------|-------------------------------|
| 7:30-8:15 | Breakfast & ST Math |
| 8:20-9:10 | Specials |
| 9:15-9:30 | Recess & Mask Break |
| 9:35-10:45 | Math |
| 10:50-11:50 | Reading Workshop |
| 11:55-12:20 | Lunch |
| 12:25-12:40 | Recess & Mask Break |
| 12:40-1:40 | Writing Workshop |
| 1:40-1:50 | Dismissal or Class Meeting |



Grading

Progress Reports & Report Cards

- Using our usual progress report and report card schedule.
- Report card criteria is based on the the curriculum maps for the year.
- There will be standards-based report cards for PreK-4 students.
- There will be no pass/ fail grades like the emergency closure.



Assessments

- Students will take diagnostic assessments on the computer.
- It is very important that students do this work independently so that we know what your child knows and what we need to teach.
- Teachers will remind you when assessing your child so that they may do it independently.
- 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:

- Class Dojo (must connect with password)
- Phone Calls (need accurate number)
- Emails (need accurate email address)
- Smore Newsletters
- School Website



Device & Materials Distribution Plan

At the Morey, we are committed to providing students and families with the technology and materials their students need to learn in a remote setting and safely in person.

- All students will be receiving a LPS device for the school year to engage in remote learning.
 - Younger students: MacBook Laptops
 - Upper elementary: Chromebooks
- Families will receive appropriate materials in student supply bags at the same time.
- **SAVE THE DATE:**
 - Tuesday, Sept. 15th from 11am-7pm OR
 - Wednesday, Sept. 16th from 7:30am-2:00pm



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 and supplies- 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

- Device & Supplies Distribution:
 - September 15 & 16th
- Finalizing Class Lists by In-Person and Remote and Connecting with Teachers
- In-Person Family Orientation (for In-School Students) to learn about school safety and procedures
 - Monday, September 14th at 10am or 5 pm