

Bailey Elementary School Family Orientation “Remote Learning”

September 14, 2020





Rationale For Bailey's Remote Plan

- Eliminate the need for families to provide instruction
- Provide all students with the materials they need to do the work (devices and 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

- 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: 8:30 AM - 2:50 PM. 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 and Math blocks through break out ZOOM/Google Meet sessions.
- Unfinished work is NOT homework.
- Technical support will be available for help with devices by entering a ticket at <http://helpdesk.lowell.k12.ma.us/helpdesk/WebObjects/Helpdesk.woa>
- NO Visitors are allowed into the building, due to COVID, unless scheduled. NO field trips or in-person “Open House”



Resources, Student Access, & Platforms

- Grade levels will be using the same electronic platforms for learning: PreK-2 will be using Seesaw, Grades 3-4 will use 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 ALL communicate through the Classroom Dojo app, their email and by phone.
- Devices and 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 teacher through Classroom Dojo
- Students submit work electronically, unless writing in a journal



Resources, Student Access, & Platforms, Continued...

- Learning Management System (LMS): Buzz LMS
- LEXIA
- ST Math
- Raz-Kids
- Epic!
- Tumblebooks
- District Online Tutorials
- School Website



Attendance Policy & Philosophy

- 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) 937-7644 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 exception found on an IEP or 504 Accommodation 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 of Remote Learning at the Bailey

Sample Remote Schedule

8:30-8:55	Morning Meeting
8:55-9:50	ELA Block
9:50-9:55	Movement Break
9:55-10:25	Science/Social Studies
10:25-11:00	Specials (Art, Music, PE, Content Lit)
11:00-11:45	Recess/Lunch
11:45-12:40	Math Block
12:40-12:45	Movement Break
12:45-1:05	Share Out
1:05-2:45	Independent Practice & Extension



Grading Policy & Philosophy

- 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 - Grade 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.
- 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
- FaceBook (Consider following)



Device & Materials Distribution Plan

At the Bailey, we are committed to providing students and families with the technology and materials 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 students for Grades 3- 4
- We will be providing MacBook laptops for Grades K- Grade 2
- Families will receive appropriate materials for the start of the year when they come to pick up the computer device

Bailey Device Distribution Schedule

Tuesday September 15th:

8:30-9:30	Grade 4
9:30-10:30	Grade 3
10:30-11:30	Grade 2
11:30-12:30	Grade 1
6:00-7:00	Parents that can't attend morning session

Wednesday, September 16th:

9:00-10:00	Kindergarten
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Device & Materials Distribution Plan Continued...

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** - you will receive information about an optional insurance program which covers damage and/or loss of the device for \$24 for the full year



Questions...

- Please ask general questions at this time.
- If you have specific questions about your child...you can reach out directly to the school or email Ms. Clements at kclements@lowell.k12.ma.us

