



# LOWELL HIGH SCHOOL REMOTE LEARNING PLAN

(updated 4/7/20 version 2.0)

This document provides guidance for students, families, faculty, and staff for online learning services and expectations at LHS during the COVID-19 school closure. Students and families will find guidance with regard to technology, grading, course credit, and coursework expectations while we are out of school. Information about how to contact teachers and administrators is also provided in this document. We will continue to update this plan as necessary, please check back often for any updates.

Lowell High School's remote learning plan is designed to provide opportunities for students to feel connected and to deepen their learning during our time away from the LHS campus. Students will engage with course content and practice key academic skills through a combination of teacher directed and student self-directed learning activities. LHS faculty will provide students with assignments that reinforce and expand upon key academic skills. Students will be expected to complete these assignments and to regularly communicate with their teachers to share their learning and to receive feedback and support. Credit will be given based on the rubric below.

**ATTENTION STUDENTS:** If you have circumstances that prevent you from implementing this remote learning plan, please contact/email your house office as soon as possible. See front page on [LHS website](#) for staff email contact information.

# FOR STUDENTS AND FAMILIES

## WHAT DO I NEED FOR REMOTE LEARNING?

- Students only need a Smartphone, Chromebook, Laptop, Desktop Computer, or Tablet. All students were recently surveyed regarding their need for a device to connect to the internet to engage in this work. Those who responded to the survey with a documented need have been provided devices. It is important to know that we have mandated that all of the instructions be accessible through mobile devices as well as computers. It should be possible to do all of this work on a smartphone. We know that many students already do this which ensures greater access for all of our students.
- Students will need [internet access](#) for apps that teachers use, which might include some of the following:
  - Google Classroom and Google Apps for Education
  - Student school email account
  - Aspen Portal
  - Individual teacher websites (with mobile versions)
  - Other communication apps used by teachers: Remind, Zoom, Twitter, Facebook
- Access to Aspen Portal
  - Students needing their password reset should email [aspenportal@lowell.k12.ma.us](mailto:aspenportal@lowell.k12.ma.us) using their school email.
  - Parents needing access to their student's account should email [aspenportal@lowell.k12.ma.us](mailto:aspenportal@lowell.k12.ma.us) with their child's first and last name.
- School Email (through Google Classrooms)
  - Students must use their school email accounts to conduct school business.
  - Students must check their school email accounts on Mondays and other times on a regular basis.
  - Teachers, House Offices, and Staff Members will utilize school email to contact students when appropriate.
  - [Teacher emails](#) can be found on the homepage of our website or can be seen in the Aspen Portal on the Academics tab.

## **STUDENT EXPECTATIONS:**

- Students are expected to check each of their classes every MONDAY (unless Monday is a holiday, then check on Tuesday) by going to Google Classroom or the remote platform their teacher has shared with the class. Assignments will be due every Friday by midnight unless otherwise negotiated *by the end of the school day Thursday* with their teacher.
- Students are expected to engage and communicate with their teachers in one or more of the following ways:
  - Attending a Google Meeting
  - Posting to a discussion board or blog
  - Requesting assistance/support via chat or email
  - Making a contribution via Google Classroom or email
- Students are expected to dedicate 3 hours per day to remote learning.
- Students are expected to complete and submit their weekly assignment(s) by Friday of each week. They can submit their assignments in one of the following ways, depending on directions from their teacher:
  - Google Classroom or other platform decided by teacher
  - Email
  - If students have problems making a submission, they should contact their teacher immediately and wait for further guidance from them.
- Students who are facing extraordinarily difficult circumstances in these unprecedented times should contact their [House Deans](#) through email to construct a workable plan for this period.

## **REMOTE LEARNING “OFFICE HOURS” WITH TEACHERS**

To assist students in learning remotely and in making progress with assignments, teachers will set up daily office hours which will be communicated directly to students. Students and families should be aware that they always have the ability to set up individual chats with teachers, by mutual agreement.

## **HOW WILL MY 3RD QUARTER AND SEMESTER GRADES BE DETERMINED?**

Because of the lag between the closure of our school and the beginning of remote learning, we have determined that it would not be in students' best interest for us to have a separate grade for Quarter 3. Instead, we will be giving a single semester grade for the work done over the course of the entire semester. Students and families should be aware that the Commonwealth Department of Elementary and Secondary Education has suggested that second semester grades will be pass/fail (credit/no credit) only. LHS is presently revising course grade guidelines. When completed, an update will be provided to the community

A schoolwide rubric for how students will be graded is included below.

Note: MCC Dual Enrollment Courses will follow existing grading guidelines i.e a numeric grade for MCC. As of April 6, 2020 we are still working out the mechanics of this and will amend this document and notify students once we have determined how this will occur.

## **GRADING RUBRIC**

***Goal: The student demonstrates proficiency with the learning standard through their responses or work product.***

***Humanities and Arts - English Language Arts and Social Studies, World Languages, Fine Arts***

***STEM - Science, Technology, Engineering, Math (Business, Culinary, Health)***

***PE and AFJROTC - will have a different rubric that will be provided to students***

## GRADING RUBRIC - CONTINUED

| Meets Expectations  | Partially Meets Expectations  | Revise and Resubmit  |
|---|---|--|
| <p><b>Humanities</b><br/>You demonstrate <i>thoughtful</i> engagement with the material and your responses are thorough, appropriate and accurate.</p> <p>The response meets or exceeds the expectation for content and length, and language mechanics(grammar, punctuation, and form).</p> <p><b>STEM</b><br/>Your answers are correct and complete, answering the question that is asked.</p> <p>All work is shown.</p> | <p><b>Humanities</b><br/>You demonstrate engagement with the material and your responses are appropriate and accurate.</p> <p>The response falls just short of meeting the expectation for content and length.</p> <p><b>STEM</b><br/>Most of your answers are correct, and show that you have some understanding of the material</p> <p>Most of your work or thought process is shown.</p> | <p><b>Humanities</b><br/>You demonstrate some engagement with the material but your responses are not complete or are not accurate.</p> <p>The response falls significantly short of the expectation for content and length.</p> <p><b>STEM</b><br/>You have mostly incorrect answers, and show little understanding of the material.</p> <p>You have shown a limited amount of work, or no work.</p> <p>Response needs to be revised and resubmitted to show adequate mastery of the skills and material.</p> |

## HOW CAN I CONTACT MY SCHOOL COUNSELOR?

Families and students can contact their counselor during the following Office Hours and expect a response within 24 hours. Counselors are also available and responsive to support their students and address questions or concerns from faculty and parents through email throughout the day.

| Counselor     | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|--------|---------|-----------|----------|--------|
| Mendonca      | 12-1   | 12-1    | 12-1      | 12-1     | 12-1   |
| Boisvert      | 2-3    | 2-3     | 2-3       | 2-3      | 2-3    |
| Griffin       | 11-12  | 11-12   | 11-12     | 11-12    | 11-12  |
| Sarin         | 9-10   | 9-10    | 9-10      | 9-10     | 9-10   |
| Uong          | 2-3    | 2-3     | 2-3       | 2-3      | 2-3    |
| Figueroa      | 9-10   | 9-10    | 9-10      | 9-10     | 9-10   |
| Crowell       | 1-2    | 1-2     | 1-2       | 1-2      | 1-2    |
| Devost        | 10-11  | 10-11   | 10-11     | 10-11    | 10-11  |
| Cassidy       | 1-2    | 1-2     | 1-2       | 1-2      | 1-2    |
| Blouin        | 11-12  | 11-12   | 11-12     | 11-12    | 11-12  |
| Brunner       | 8-9    | 8-9     | 8-9       | 8-9      | 8-9    |
| Ribaudo-Smith | 8-9    | 8-9     | 8-9       | 8-9      | 8-9    |

|      |      |      |      |      |      |
|------|------|------|------|------|------|
| Meng | 12-1 | 12-1 | 12-1 | 12-1 | 12-1 |
|------|------|------|------|------|------|

**SOCIAL EMOTIONAL RESOURCES:**

During school closure, LHS Counselors and Social Workers will be available by email for your questions and concerns and to also set up specific appointments during office hours. However, please note that in case of mental health needs or crisis after school hours, please consider the following resources or call 911 immediately.

Leahy Health

<http://nebhealth.org/services-locations/emergency-psychiatric-care-mobile-crisis-team/>

Lowell Community Health Center

<https://www.lchealth.org/patients/connect-services/behavioral-health-services>

Bridgewell

<https://www.bridgewell.org/behavioral-health-services/outpatient-clinics/bridgewell-counseling-services-lowell/>

| Social Worker | Monday     | Tuesday    | Wednesday  | Thursday   | Friday     |
|---------------|------------|------------|------------|------------|------------|
| Correa        | 9:30-10:30 | 9:30-10:30 | 9:30-10:30 | 9:30-10:30 | 9:30-10:30 |
| Martel        | 8-9        | 8-9        | 8-9        | 8-9        | 8-9        |
| Quattrocchi   | 11-12      | 11-12      | 11-12      | 11-12      | 11-12      |
| Ricciardi     | 2-3        | 2-3        | 2-3        | 2-3        | 2-3        |

|           |       |       |       |       |       |
|-----------|-------|-------|-------|-------|-------|
| Hosmer    | 10-11 | 10-11 | 10-11 | 10-11 | 10-11 |
| Schwartz  | 1-2   | 1-2   | 1-2   | 1-2   | 1-2   |
| Bernstein | 12-1  | 12-1  | 12-1  | 12-1  | 12-1  |

## **FOR TEACHERS**

### **TEACHER EXPECTATIONS:**

- Teachers will continue to work on connections with students.
- Teachers will post assignments each Monday for the week and may use Google Classroom or another platform at their discretion for communication and instruction as appropriate. All assignments must be mobile device compatible and cannot require students to print out material in order to complete the assignment.
- Teachers will provide the equivalent of 2.5 hours of school work per week (25 minutes a day) per class
- Teachers will communicate daily “ Office Hours”
- Teachers will direct student learning based on district provided online curriculum, where applicable, and by supplementing with videos and materials as needed.
- Teachers will document outreach to students on a weekly basis to their dept chair.
- Teachers will maintain grade books and record makeup work for credit recovery to support graduation expectations.
- Teachers will continue to regularly correspond with students/parents through the communication mode that they are most comfortable with. Teachers will utilize their school email addresses.
- Teachers are asked to respond to student/parent/administrator email within 24 hours.
- Teachers will monitor student progress and provide timely feedback to students.
- Teachers should email students and/or parents/guardians when a student is not communicating and engaging in work. If there is no response from a student after following the contact protocol by Monday, April 13 then the teacher should



contact the student's house office. The house office staff, parent liaisons and tutors will then follow-up.

- Teachers will provide students on IEP's their accommodations to the extent practical. Teachers will reach out to the Special Education case manager if any assistance or clarification is needed regarding the provision of accommodations.
- Teachers, school counselors, and related service providers will participate in virtual IEP meetings for special education students in their classes. If they are unable to participate, they will need to complete the form attached to the meeting invite to provide feedback prior to the meeting.

## **FOR ADMINISTRATIVE LEADERSHIP**

### **LEADERSHIP EXPECTATIONS:**

- Administrators are available to support their teachers and address questions or concerns from students and parents; please set-up specific appointment times for a phone call, if required. You may reasonably expect an email answer within 24 hours.
- Administrators will schedule meetings to discuss progress and questions with their staff, as needed.
- Administrators will attend periodic Leadership Team meetings to discuss progress and questions related to school closure and the Remote Learning Plan.
- Administrators will provide training to teachers who request assistance to deliver the required instruction.
- Administrators will continue to work on the School Turnaround Plan and to facilitate the Instructional Leadership Team.