

Dracut Public Schools

Remote Learning Plan

UPDATED 5/8/20



May 8, 2020

Dear Dracut Public Schools Community:

Remote Learning Plan Update: As you may be aware, the Department of Elementary and Secondary Education recently released guidance regarding the establishment of Phase 3 of remote learning. This new phase includes specific learning standards; standards our educators and administrators had already identified and were beginning to address before the most recent guidance. Phase 3 will continue through the end of the school year, which is June 18th. For seniors, the school year will end on June 2nd. Remote learning will focus on those specific standards in all grades and disciplines in an effort to best prepare students for next year.

As the weather improves and the novelty of remote learning fades, it is vitally important for students to fully participate in learning. Parents are highly encouraged to communicate with teachers, service providers and administrators in support of student learning.

This updated Remote Learning Plan, continues to be a working document. As we grow and learn we expected to alter the plan. **This update provides an explanation of grading practices at Richardson Middle School and Dracut High School. Specifically, a more explicit grading structure has been established at both schools.**

Other Updates:

Meals: As of May 8th, the district is providing students with an average of 728 meals (breakfast and lunch) per day. Meals may be picked up at Dracut High and the Greenmont Avenue Elementary School between 8AM-12PM each weekday. I thank our Food Service staff for their continued efforts.

Chromebooks: As of May 8th we have provided 850 Chromebooks to ensure students have access to learning activities. I thank our Technology Department staff for their continued efforts.

Pride Night: In an effort to ensure that the Dracut Scholarship Foundation and other community groups are recognized for their efforts to support our students; and to ensure that outstanding Seniors are recognized for their efforts; work is underway to produce a virtual Pride Night. More information will be provided in the near future on this effort.

Prom: We have been unwilling to give up on an opportunity for Seniors to have a prom. Work has been ongoing to have a prom in Dracut on August 13th. A committee of administrators, faculty, students, and parents are working on a possible event. Details will be forthcoming.

Graduation: While our first back up plan for graduation (June 27th) isn't looking likely, we also have a backup to the backup plan scheduled for August 15th. If the Governor still will not allow large events to occur by mid-August, we are already working on a third backup plan, for which planning is already underway.

We are Middies after all. We are not giving up the ship without a fight...

#MIDDIEPRIDE

Sincerely,

A handwritten signature in black ink, appearing to read "Steven Stone". The signature is stylized with large, sweeping letters and a long horizontal line extending from the end.

Steven Stone
Superintendent of Schools

ELEMENTARY SCHOOL

Student Expectations and Learning Schedule

- Students are expected to participate in learning opportunities
- While students are not required to log in at a specific time they are expected to work for approximately **3 hours per day** (viewing teacher recorded videos/other recordings is part of this time)
- Visit Google Classrooms **daily** to access instructional videos, assignments, links etc.
- **Assignments will be posted by 8:00 am**
- Work to complete assignments to the best of their ability and **submit via Google Classroom**
- Communicate with teachers regarding questions/struggles and visit office hours when needed
- Participate in Google Meetings / Zoom Meetings

Monday	Tuesday	Wednesday	Thursday	Friday
ELA Assignments Math Assignments Check in with classroom/Special Education/ELL teacher as needed	Specialist Choice Complete assignments from Monday Check in with classroom/Special Education/ELL teacher as needed	ELA Assignments Math Assignments Check in with classroom/Special Education/ELL teacher if help is needed	Social Studies Activities/Assignments Science Activities/Assignments Specialist Choice Complete assignments from Wednesday Check in with classroom/Special Education/ELL teacher as needed	Enrichment Activities Specialist Choice Completion of assignments as needed <u>Whole Class Meeting</u> Check in with classroom/Special Education/ELL teacher as needed

Assessment:

- **Progressing**-The student goes onto Google Classroom, engages in school learning activities to the best of his/her ability and communicates with the teacher.
- **Not Progressing**- The student does not participate in Google Classroom activities, does not engage in any of the school learning activities, and does not communicate with the teacher.

Parent/Guardian Expectations

- Provide your child with a quiet area where he/she can interact/learn appropriately.
- Ensure your child maintains a regular learning routine during the period of school closure.
- Examine your child’s work to be informed of the learning and any difficulties he/she may have
- Email your child’s teacher or counselor whenever you have a question or a concern.
- Ensure your child is using a school-issued Chromebook properly.

RICHARDSON MIDDLE SCHOOL

Student Expectations and Learning Schedule

- While middle school students are not required to log in at a specific time, they are **responsible for approximately 20-30 minutes of academic work in each of the classes outlined on the daily schedule**. This includes watching the presented lesson, reviewing materials, taking notes, participating in online classroom discussions and/or completing and posting assignments.
- Students **attend a minimum of three Google Meet/Zoom Sessions per week in any of the classes on their current schedule**. This will provide students an opportunity to check in with their teachers and get help with assignments.
- Students should be **communicating regularly with their teachers**. Examples include: school email, Google Classroom discussions and/or a Google Meet/Zoom gathering
- Students should be mindful of digital citizenship requirements and behavioral standards for online sessions. The DPS Technology User Policy applies while attending the virtual classroom. The teacher may, at their discretion, remove a student from the video conference if the student is acting inappropriately or creating a disturbance to the online learning environment.
- **Students will be held accountable for completing their online work.**
- RMS 2019-2020 Student Handbook outlines behavior expectations for students. **Students are expected to adhere to the conduct expectations in a remote environment as they would at school.**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am: Assignments posted to GC		8:00 am: Assignments posted to GC		Turn in assignments
ELA	Specialist Class	ELA	Specialist Class	Advisory
Math	Specialist Class	Math	Specialist Class	Specialist Class
History	Google Meet	History	Google Meet	Specialist Class
Science	Google Meet	Science	Google Meet	

Assessment:

- Quarter 3 closed effective Thursday, March 12, 2020
- Students have until Thursday, April 16, 2020 to turn in any outstanding work from quarter 3.
- Report cards for quarter 3 will be posted to Aspen by April 27, 2020.
- **Beginning Monday, April 6, 2020, students will receive feedback from teachers on their assignments and issued *Credit* for participating in class activities and completing their work.**
- **Students who do not participate in activities nor complete assigned work will be issued a *No-Credit*.**

- Students are responsible for completing online assignments. School administrators (or a designee) will contact students who are not attending their Google Classroom courses in order to develop a plan that supports the student's engagement.

GRADING: Effective 5/11/20

Consistent with DESE's recommendations, students will earn either "Credit" or "No Credit" for the fourth quarter. At RMS, teachers and administrators have developed a plan to communicate a student's level of engagement in remote learning as well as close out the current school year and provide final grades for students. The level of engagement in remote learning will also serve as important information that will guide next year's teachers regarding student participation and level of completeness towards identified content standards during this remote learning environment.

If a student has completed 60% or more of their online assignments in a particular class for the fourth quarter, they will earn "Credit" for the class. If they have completed less than 60% of the work for a particular class, they will earn "No Credit" for the class.

If a student earns "Credit", there will be additional feedback for students and families that will recognize and document the level of work completion and participation in the fourth quarter. On the report card, in the comments section of each class, teachers will designate a student as either:

- **Demonstrating some evidence of meeting the learning standard**
- **Demonstrating evidence of meeting the learning standard**
- **Demonstrating evidence of exceeding the learning standard**

Teachers will calculate final course grades as follows:

- **If a student has received "Credit" for the 4th quarter, an average will be taken of the first three quarters of the school year (75% of final grade). Then, depending if the student has demonstrated some evidence, demonstrated evidence, or demonstrated evidence of exceeding the learning standard, the teacher will adjust the average of the first three quarters up to one whole letter grade level higher. For example: If a student earns B, B+ and a C+ for the first three quarters, the average of the three terms would be a B. If the student demonstrated evidence of meeting learning standards, the final grade would be adjusted to a minimum of a B+. A student's grade cannot be lower than a B.**
- **If a student is enrolled in a half year course for the second half of the school year, the third quarter grade will stand. If the student has received credit for the fourth quarter, the teacher will use the same guidelines as outlined above to adjust the grade based on the level of demonstrated evidence towards the learning standard.**
- **If a student has received "No Credit" for the 4th quarter, an average will be taken of the first three quarters of the school year (75%). This average will be the final grade for the year.**

Parent/Guardian Expectations

- Ensure your child maintains a regular learning routine during the period of school closure.
- The suggested schedule is developed to provide a balance between structure and order for your child while also considering that students and families will require flexibility during this period of remote learning.
- Examine your child's work to be informed of the learning and any difficulties that your child may encounter.
- Email your child's teacher or counselor whenever you have a question or a concern.
- Ensure your child is using a school-issued Chromebook properly.

DRACUT HIGH SCHOOL

Student Expectations and Learning Schedule

- Students will be responsible for accessing their Google Classrooms daily.
- Students **are expected to complete and submit assignments posted by their teachers and, where appropriate and needed, contact their teachers for individual questions or feedback.**
- Students will be required to incorporate teacher feedback into assignment revisions, where needed and appropriate.
- Students might engage in synchronous (live) learning, or recorded learning, and are required to join any such activities as scheduled in advance by their teachers and within the times of the Remote Learning Schedule.
- Students might be assigned alternative assignments to be completed within a flexible schedule.
- The Dracut High School Student Handbook/Code of Conduct applies to remote learning. The teacher may, at the teacher's discretion, remove a student from the video conference if the student acts inappropriately or creates a disturbance to the online learning environment. Such conduct will be reported to the student's vice principal for follow-up action and parental notification. The Dracut Public School Acceptable Use Policy remains in effect.
- Teachers will post timely assignments by the times and days on the schedule. Students should log into their Google classrooms no later than the day and time indicated to access the day's lessons. In some instances, students will find assignments developed for them to complete independently. In other instances, students might receive a previously sent email "invitation" to accept a Google Meet, or similar live meeting, during which the teacher will interact directly with students in real time. The Remote Learning Schedule reserves three periods per week for this purpose.
- On days when there is no scheduled Google Meet, students will find assignments and due dates posted to their Google classrooms. This is no different than what students have been completing throughout the current school year, except that more teachers will be utilizing more features of the Google classroom.
- It is suggested that students follow the Remote Learning Schedule. Students are required to meet the assignment due dates set by their teachers. Teachers will be monitoring student participation and work submission throughout the week. Consistent with guidance by the Department of Elementary and Secondary Education, students should devote about three to three and one half hours per day to their schoolwork, including short breaks, but this may vary depending on a student's schedule.
- The Remote Learning Schedule reserves office hours for teachers. These are times in teachers' schedules during which teachers will return emails or, in some instances, have optional Google Meets with small groups of students. It is also a time during which general education teachers and special education teachers collaborate to address the learning needs of students with disabilities.

Assessment:

- Students may turn in any work assigned and due as of March 12, 2020 **for full credit no later than April 24, 2020.**
- Teachers will calculate 3rd quarter credit based on all submitted work assigned and due as of March 12, 2020.
- Beginning Monday April 6, 2020, all student work will be assessed on a Credit/No Credit basis.

- Students who participate in activities and submit assigned work will be issued Credit.
- Students who do not participate in activities and lessons, nor turn in work will be issued No Credit.
- **All matters related to Grade Point Average are under consideration. Further information will be forthcoming.**

GRADING: Effective 5/11/20

Following DESE guidance, students at Dracut High School are assessed on a “Credit/No Credit” basis for all schoolwork completed after March 12, 2020. Under this guidance, neither academic sanctions nor academic points were awarded to students. Students receive teacher feedback on their work and then receive “Credit” or “No Credit.” Neither assessment impacts students’ academic grades or record.

Schoolwork completed during the 2019-2020 school year, up to March 12, 2020, will be assessed using traditional grading criteria in use throughout the academic year to calculate final grades.

Students will continue to receive “Credit” or “No Credit” for assignments completed in term four and then receive grade of “Credit” or “No Credit” at the end of the marking term.

The Dracut High School Remote Learning Plan is amended in the following manner:

Students who earn a grade of “Credit” in term four will have their final, end-of-year grade adjusted upward five points.

Students who do not earn “Credit” will receive no academic penalty, and be held “harmless.”

The intent and purpose of this revision to the Dracut High School Remote Learning Plan is to encourage active student engagement, recognize and reward persistence and achievement, and prepare students for the next level of the curriculum.

Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
9:00-9:25	A	9:00-9:30	A	E	A	E
9:30-9:55	B					
10:00-10:25	C	9:40-10:10	B	F	B	F
10:30-10:55	D					
11:00-11:25	E	10:20-10:50	C	G	C	G
11:30-11:55	F					
12:00-12:30	G	11:00-11:30	D	Office Hours	D	Office Hours
As Needed	Special Ed. Dept. Collaboration / Planning	As Needed	Special Ed. Dept. Collaboration / Planning	Guidance Outreach / SEL Activity	ILT Meeting	Guidance Outreach / SEL Activity

Parent/Guardian Expectations:

- The Remote Learning Schedule is developed to provide a balance between structure and order for your child while also considering that students and families will require flexibility during this period of school closure. Ensure your child maintains a regular learning routine during the period of remote learning.
- Examine your child's work so that you may be informed of the instruction and learning and any difficulties that your child may encounter.
- Monitor your child's use of the computer to be sure the time on the computer is time spent on remote learning.
- Be aware of upcoming due dates and encourage your child to stay current with schoolwork.
- Email your child's teacher or counselor whenever you have a question or a concern.
- Ensure your child is using a school-issued Chromebook, and all computing devices, properly.
- Be sure your child is following the Dracut High School Dress Code during all times when video is in use.
- Reinforce the principles of digital citizenship with your child and remind your child that the Acceptable Use policy remains in effect.

STUDENTS WITH DISABILITIES

During school closure, students with disabilities are entitled to receive accommodations and services outlined in their Section 504 plan or Individualized Education Program (IEP) consistent with the need to protect the health and safety of students with disabilities. Consistent with guidance from the Department of Elementary and Secondary Education, the district is not required to fully implement the active Section 504 plan or the active IEP. The services that will be provided will look different during this period of school closure, but the district will be making every effort to use creative strategies to provide special education instruction and services to the extent feasible.

Parents/guardians will be contacted regarding a remote learning plan specific to individual students accepted IEP. This plan is intended to be a temporary plan for the period of school closure and does not alter or amend the student's current accepted IEP. Individual remote learning plans, outlining remote learning services relative to students' individual needs will be communicated directly to families of students with disabilities currently being serviced through an IEP.

Special Education service providers will be providing for students:

- Ongoing enrichment activities relative to the goals and objectives in the IEP
- Regular communication and check in with families
- Services in a variety of approaches
 - Virtual Instruction
 - Pre-recorded lessons
 - Posted lessons in Google Classroom
 - Teleconference
 - Use of printed materials as appropriate

Parent/Guardian expectations:

- Ensure your child maintains a regular learning routine during the period of school closure.
- The suggested schedule is developed to provide a balance between structure and order for your child while also considering that students and families will require flexibility during this period of remote learning.
- Examine your child's work to be informed of the learning and any difficulties that your child may encounter.
- Email your child's teacher, therapist or counselor whenever you have a question or a concern.
- Ensure your child is using a school-issued Chromebook properly.

ENGLISH LANGUAGE LEARNERS

Designated ELL educators at the K-5, 6-8 and 9-12 levels will continue to offer individual and small group instructional support to identified ELL students in English language acquisition. This instruction will be within a remote learning environment and will be based on the individual identified level of fluency. Effective and consistent communication with ELL families and students is critical and thus will include use of the *Talking Points* application to communicate with families in their identified home language. Our goal is to ensure all families understand the process of remote learning and have reliable access to technology

ELL teachers have designed a Google Classroom site for their students where they can routinely access remote learning websites and activities assigned. ELL teachers will work collaboratively with regular education teachers to ensure support is provided and that all necessary accommodations are made to support our ELL students.

Student Expectations

- Students will be responsible for accessing Google Classroom learning site of designated ELL teacher.
- Students will be responsible for completing assignments as assigned to the best of their ability.
- Students will communicate with ELL teacher to discuss progress to the best of their ability.

Parent/Guardian Expectations

- Will ensure the child has a regular routine for learning and is devoting dedicated time to accessing Google Classroom site of regular education and ELL teachers.
- Will periodically review child's progress and assist if needed
- Will communicate with ELL teacher with questions or concerns