



20-21 Buchanan Middle School Remote Learning Plan

Buchanan Middle School has established the following plans for remote learning in the event that a decision is made to move to remote learning during the 2020-21 academic year. It is vital that students log in and participate on a daily basis. Attendance is mandatory and grades will be given.

Remote Learning Student Expectations:

- Our typical school day begins at 7:30. We expect students to be up and ready to work as usual during this time - they will simply be working from home instead of at school. Advisory teachers will post an attendance question in Google Classroom each morning by 7:30 am. Students are expected to check this Google Classroom and answer the question by 8:00 am.
- Students will utilize Google Classroom for everything. Students will join a live Google Meet at the beginning of each class period (not including advisory). Teachers will practice this with students prior so they are familiar with how to join. Google Meets will be recorded and posted in Google Classrooms for any students that accidentally miss the session.
- Each class will also have an assignment or task to complete in Google Classroom after the Google Meets. We understand that there may be students that cannot complete all of the assignments by the end of the class period, so assignments will be due by 8:00 the next day. We will take attendance based on if students attend Google Meets or complete assignments by 8:00 am the next day.
- Daily Study Island Intervention - Each day from 9:35-10:00 students will use Study Island NWEA Pathways to practice academic content specific to their own personal academic needs. Interventionists may work with students in small groups on Google Meet during this time. A schedule will be communicated to our Title students that typically work with our interventionists through the Intervention Google Classrooms.
- Lunch for all students will be 11:30-12:00
- Students will have study hall from 1:30-2:30 each day. During this time, they will have extra time to complete the days' assignments. Teachers will be available for office hours during this time via Office Hours Google Classrooms. Teachers and Interventionists may schedule small groups during this time.

Google Meet Expectations:

Students at all levels will be engaging in virtual sessions on Google Meet throughout remote learning. To ensure a positive, productive, and enjoyable learning experience for all participants, it is important that all students and parents/guardians adhere to the Google Meet Code of Conduct, which includes online behaviors for students and privacy guidelines for parents.

- [Click here for a copy of the Google Meet Code of Conduct.](#)
- Students should ensure to maintain the same behavior expectations while in a live Google Meet session that they would follow at school.
- Students must also comply with the Student Technology Acceptable Use and Safety agreement form that is on file. The student user agreement can be found on the school website.

Parent Access to PowerSchool:

- Parents and Guardians need to check PowerSchool when checking to see how your student is progressing. Even though Google Classroom may have grades attached to assignments, those grades are mostly used for accounting purposes. Assignments are not optional. Students are expected and required to complete all assignments posted by teachers. Teachers will be using the missing assignment indicator (!) if the assignment has not been turned in.
- Attendance will be taken daily in all classes. PowerSchool will be an important tool for parents to help track their child's attendance.
- If you do not have access to PowerSchool and want access, please email Ms. Young at tyoung@buchananschools.com.

Parent Access to Google Classroom:

- We are also asking parents to work with their students to help monitor Google Classroom classes. Parents can easily view classes in Google Classroom by using their son or daughter's account. When accessing your son or daughter's classes through Google Classroom, you will be able to see all of their classes and all the work that they have assigned for the week. *Do not use Google Classroom to check your son's or daughter's grades.* Teachers have turned off the overall grade function within Google Classroom. Grading in Google Classroom is for accountability purposes only. Grades should be checked in PowerSchool.

Daily Attendance:

Daily attendance ***is required for all students in all classes.*** In attendance means the following:

- Daily attendance in the live Google Meets during the first half-hour of each class period.
- Completion of all daily assignments.
- If a student is not present in the Google Meet at the start of each class they will be marked absent. This absence can be corrected by ensuring to complete the assignment of the class by 8:00 am the next day.

PLEASE NOTE: *If a student is unable to attend remote learning for any reason on a daily basis, parents should still contact the office via phone call or email to Mrs. Schrader at ashcrader@buchananschools.com.*

Assignments and Grading Policy:

- Assignments posted are expected to be completed before 8:00 am the following day unless otherwise notified by the teacher. Google Classroom or Google Calendar should be utilized to ensure students know when assignments are due.
- All grading policies will remain the same as in-person learning and were shared in each teacher's syllabus at the beginning of the year.
- Students and parents can view all assignments within each of their son or daughter's classes by looking under the Classwork Tab in each class on Google Classroom or by checking PowerSchool. If there are any questions about assignments, the student and/or parents should reach out to the teacher via email or during office hours.

Technology Support:

- If you need support on your device or with an application, please email helpdesk@buchananschools.com. Please provide as much detail in your message as you can. We will give instructions via the ticket system on steps you will need to take to solve the issue. Depending on how busy the ticket system is, it could take up to 24 hours to reply.
- IT Support is also available on the HelpDesk Hotline at (269) 695-8428

Remote Learning Without Internet Access

- Buchanan Middle School understands that we have families in our district that do not have internet access or have insufficient access. Therefore, in order to provide curriculum to those families, we will provide hard copy lessons/assignments and a flash drive of instructional videos that may be picked up from the school building weekly.
- Teachers will also provide instructional communication verbally (through phone calls) that focus on essential content, building relationships, and maintaining connections.
- Hard copy packets and flash drives will be distributed once a week. The schedule for this will be communicated to parents. The previous packet from the week before will be due and should be turned in at pick-up in order to pick up a new packet. Late work policies will apply if packets are turned in late.
- Communication between teachers and students will be vitally important and will require students and families to be active in the communication process.
- Teachers will track student completion of instructional materials and will log all communication with students and families in PowerSchool.
- Inconsistent communication or work completion with students will result in Tier 2 intervention. The intervention team (staff, counselor, administration) will meet to discuss connecting with students and parents and develop a plan.

Remote Learning Teacher Expectations

The purpose of remote learning is for all educators to provide students with alternate academic opportunities so that they can maintain academic readiness and a connection with learning. The filter or lens that should drive all actions of the teacher should be student-centered, keeping students and their parents in mind.

Teachers are viewed as trusted professionals. Teachers are allowed to have autonomy and agency in how they teach as well as in the management of their professional and personal time in a remote learning environment.

Teachers are still required to attend all staff meetings, grade level PLC meetings, PD sessions, IEP meetings, Parent-Teacher Conferences as typically expected during in-person teaching.

All normal-operating instructional requirements remain (lesson planning and submission, delivery, grading, recording):

- Teachers will facilitate remote learning opportunities to engage students in the regular class content, following the same pacing guides and learning targets/standards as during in-person learning.

- Teachers will continue to utilize PowerSchool (PowerTeacher Pro) to record grades and common assessment scores.
- Teachers will document Two-Way Communication for Advisory students in PowerSchool TWICE WEEKLY.

Teachers are to collaborate with their colleagues (as they would if conducting in-person learning) in all aspects involving their students' learning:

- Interventionists will assist teachers in providing additional support for students reported as struggling with the material.
- Special Education teachers will continue to provide accommodations and modifications to instructional practice and work.
- The counselor will provide teachers with SEL support and meet with students in need of counseling support.
- The behavior interventionist will check-in with At-Risk students and/or other students that teachers report as needing additional behavioral/motivational/attendance support.

Use of Google Classroom is mandatory for all teachers:

- Student expectations for online learning should be posted in Google Classroom.
- Building Principals must be added as teachers to your classroom.
- Advisory Attendance questions must be posted by 7:30 am each day.

Teachers are to conduct small group and/or 1-on-1 sessions every Friday:

- Sessions are to be scheduled based on student need and availability.
- The focus of the sessions should be on assessment, re-teaching, direct-explicit instruction, and differentiation.

Assignments submitted will receive formative feedback from teachers:

- Students should be given at least 24 hours to complete an assignment.
- Be flexible, responsive and positive, and expect to receive late submissions or responses at times..
- On Count Days (October 7, 2020, and February 10, 2021), teachers need to have students submit some sort of assignment to aid in proof for attendance on count day.

Weekly Schedule:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|------------------|-------------------|------------------|---------------------|
| MAROON DAY | WHITE DAY | MAROON DAY | WHITE DAY | INTERVENTION |

Daily Schedule for Maroon & White Days:

| Class Period | Expectations |
|--|--|
| Advisory (7:30-8:00) | Teachers will post an attendance question by 7:30 am. Students are expected to answer this question before 8:00 am to be marked present in Advisory for the day. |
| 1st/4th Hour (8:00-9:30) | <p>Class will start right on time (8:00) with Google Meet Live Session</p> <ul style="list-style-type: none"> Students will join via a link in Google Classroom. They will know how to do this because it will be practiced previously. The meet will last an estimate of 20-30 minutes. Attendance is extremely important and expected at this Google Meet. <p>Teachers will post an assignment for students to complete in Google Classroom after the conclusion of the Google Meet. Teachers are available for help via email and possibly via Google Meet based on student need.</p> <ul style="list-style-type: none"> Students are expected to complete this assignment and submit on Google Classroom by 8:00 am the next morning. |
| SCHOOL-WIDE INTERVENTION (9:35-10:00) | <p>Study Island - NWEA Pathways</p> <ul style="list-style-type: none"> Students are expected to log-in to Study Island and work within their NWEA Pathways. Maroon Days = Math White Days = Reading/ELA Interventionists may hold small-group Google Meets |
| 2nd/5th Hour (10:00-11:30) | <p>Class will start right on time (10:00) with Google Meet Live Session</p> <ul style="list-style-type: none"> Students will join via a link in Google Classroom. They will know how to do this because it will be practiced previously. The meet will last an estimate of 20-30 minutes. Attendance is extremely important and expected at this Google Meet. <p>Teachers will post an assignment for students to complete in Google Classroom after the conclusion of the Google Meet. Teachers are available for help via email and possibly via Google Meet based on student need.</p> <ul style="list-style-type: none"> Students are expected to complete this assignment and submit on Google Classroom by 8:00 am the next morning. |
| LUNCH (11:30-12:00) | |
| 3rd/6th Hour (12:00-1:30) | <p>Class will start right on time (12:00) with Google Meet Live Session</p> <ul style="list-style-type: none"> Students will join via a link in Google Classroom. They will know how to do this because it will be practiced previously. The meet will last an estimate of 20-30 minutes. Attendance is extremely important and expected at this Google Meet. <p>Teachers will post an assignment for students to complete in Google Classroom after the conclusion of the Google Meet. Teachers are available for help via email and possibly via Google Meet based on student need.</p> <ul style="list-style-type: none"> Students are expected to complete this assignment and submit on Google Classroom by 8:00 am the next morning. |
| Study Hall and Office Hours (1:30-2:30) | <ul style="list-style-type: none"> Students are expected to utilize this extra time to complete and submit their assignments. Teachers will be available for office hours during this time via email and Office Hours Google Meet. Teachers may hold small-groups as needed. Interventionists may schedule small-groups with Title students during this time. |

Daily Schedule for Intervention Fridays:

The purpose of Intervention Fridays is for teachers to ensure they are meeting the needs of all students. Teachers will select certain students in each class period to meet with in small groups. Selection of these small groups will be based on student data and individual needs. Students will be notified via email if they are to report to their class Google Meet. Interventionists will assist teachers in ensuring all students in need are pulled into a small group for additional instruction. Teachers will post a brief assignment in Google Classroom for others to complete if they are not part of the small group intervention.

| Class Period | Expectations |
|---|---|
| Advisory (7:30-8:00) | Teachers will post an attendance question by 7:30 am. Students are expected to answer this question before 8:00 am to be marked present in Advisory for the day. |
| 1st Hour 8:00-8:30 | Intervention Groups or Assignment Completion |
| 2nd Hour 8:35-9:05 | Intervention Groups or Assignment Completion |
| 3rd Hour 9:10-9:40 | Intervention Groups or Assignment Completion |
| 4th Hour 9:45-10:15 | Intervention Groups or Assignment Completion |
| 5th Hour 10:20-10:50 | Intervention Groups or Assignment Completion |
| 6th Hour 10:55-11:25 | Intervention Groups or Assignment Completion |
| LUNCH 11:30-12:00 | LUNCH! |
| Study Hall & Office Hours 12:00-2:30 | <ul style="list-style-type: none">• Students should utilize this time to complete any assignments from the earlier in the day that they have not yet completed. This time should also be used to make-up any other work students missed during the week.• Students that are completely caught up may continue work in Study Island, read their independent reading book, or complete any other enrichment activities provided by teachers.• Teachers will be available via email during this time. Teachers will utilize this time to make individual student or parent contacts as needed or hold additional small groups. |