



Greater Lawrence Technical School

Remote Learning

1. Attendance/Tardies

Attendance Policy Goal

The goals for attendance during remote learning are to: maintain regular contact with students to ensure learning, participation and engagement; build relationships; ensure the right supports get to the right students at the right time; and monitor student general well-being.

The goal of the student attendance policy is that students are present to be able to learn, identify and support students who are not interacting or engaging in school work. Students are expected to be on time to every class and remain in class for the duration of the lesson.

Attendance Recording

Teachers will be tracking daily attendance during their scheduled class times.

Using

Aspen X2, teachers will mark a student absent for class attendance who did not attend

the ZOOM meeting or have direct contact with the teacher during scheduled time. During periods of synchronous online instruction students must be present during the duration of the virtual class. A connect-ed call will be sent home for any student who has been marked absent during their first block of instruction. We encourage parents and guardians to view student attendance through X2 Parent Portal.

Absence Tracking Steps per Semester:

1. 3rd class absence – parents are notified in a phone call by the teacher/advisor
2. 5th class absence – referral created by teacher within x2 and an attendance conference will be arranged with the Dean, student and parents using ZOOM. Students who have excessive absences will be issued a Student Support Success Session during a Wednesday to make up missed time and complete work that has been missed due to absences.

Tardies:

Any student that is late to class should be let into the Zoom meeting and should be indicated as Tardy in the class attendance.

Tardy Tracking Steps per Semester:

1. 3rd class tardy - parents are notified in a phone call by the teacher and document
2. 5th class tardy – referral created by teacher and a conference will be arranged with the Dean, student and parents using ZOOM. Students who have excessive tardies will be issued a Student Support Success Session during a Wednesday to make up missed time and complete work that has been missed due to tardies.

Acceptable Use Policy

1. Zoom add Change to Video Conferencing Disclaimer

You are now going to begin a remote learning experience that will utilize video conferencing as part of this lesson. The use of video conferencing requires all students and staff to adhere to the rules contained in our school's Acceptable Use Policy. Foremost of these policies is the expectation that all parties will participate in this learning experience in a respectful manner while ensuring that all parties will be respectful of the rights to privacy for all participants of this video activity. All parties need to respect the academic work and personal opinions of all students, staff, and teachers involved in this session. The unauthorized recording of another student or staff member's voice or image without their consent is a violation of the Acceptable Use Policy and may also be subject to disciplinary action from school administration while possibly resulting in a formal report being filed with the Andover Police Department. The dissemination of any unauthorized recordings from this remote learning experience is also seen as a violation of the Acceptable Use Policy and subject to a possible disciplinary response and/or a formal report being filed with the Andover Police. Therefore, all participants in this remote learning experience and its use of video, agree that they will not save, record, share or post this video session or any photos or audio recording from this video session. Lastly, the rules of the classroom and school building apply to all remote learning experiences.

Disclaimer Recording Lessons:

Teacher instruction may be recorded via Zoom. Students and parents are on notice that all lectures are being conducted remotely and by allowing the student to participate they are on notice that the lesson including voice and image may be recorded and or disseminated to other students and staff in the school community.

Open Honors

What:

For the 2020-2021 school year, GLTS will be implementing an "Open Honors" program. Open Honors is a concept that allows all students, in all classes, to access more opportunities for learning while remaining safely in their cohort, and "...involves an enriched, challenging, and more rigorous curriculum. (from the Program of Studies). Note: This is sometimes referred to as embedded honors.

Open Honors expectations need to be consistent across courses (e.g all English 9 teachers are looking for the same level of student work), that is not to say assignments need to be the same. Within each course, expectations and extensions should be added to the course curriculum for the year. It is important to stress that the goal of Open Honors is more rigorous, interconnected work, not more work by volume.

Open Honors will continue to provide students who opt-in with an additional GPA weight of 0.5.

How (Enrollment):

- There are two pathways for students to access honors-level courses:
 - The first is from last year's recommendations. This is only for students recommended for Honors Chemistry, Honors Physics, Pre-calculus, Middlesex CC English, and Middlesex CC history
 - These courses will be running as honors-level courses that are fully remote due to students mixing across cohorts

- Students (and their families) can opt-in to the elevated level of course work of “CP” classes. This can also be done in collaboration with the teacher based on their observations
 - **A form is being developed that students and families can use to elect to opt-into honors. This form will be common for the entire cohort and will list all academic classes that are eligible for honors opt-in**

When:

Students/families can opt into Open Honors each semester. The table below outlines deadlines to enter Open Honors or to drop it. Generally, students/families should elect honors during the 1st 2-weeks of each semester. Honors need to be dropped by the 2nd Progress Report of each semester. This information will be included in the parent letter.

Term	Entry Date	Drop Date
Semester 1	Enroll by E.O.D 10/2 (may be extended)	Withdraw by 12/11 (S1 - PR 2)
Semester 2	Enroll by E.O.D 2/12	Withdraw by 5/7 (S2- PR 2)

Honesty Violation

ACADEMIC HONESTY POLICY

Honesty, specifically academic honesty, is one of the fundamental pillars of the character of a Reggie. Therefore, academic dishonesty is considered a serious breach of school rules. Acts of academic dishonesty will be met with strict disciplinary action. These incidents are considered to be Level II and Level III discipline offenses. Academic dishonesty includes, but is not limited to:

- Cheating
- Submitting someone else’s work for credit as one's own, obtained either in or out of class
- The use of unauthorized materials in the preparation of work for credit
- The giving to or receiving from another student of unauthorized assistance in the preparation of work for credit.
- Plagiarism is the copying of another person’s work to be handed in and graded for credit. Copying directly from another student or from any source without properly acknowledging the work by the use of footnoting, bibliography or reference materials is considered plagiarism.
- If teacher decides student is knowingly plagiarizing, they should get a zero and refer to Discipline, under academic honesty.
- If the dean determines that plagiarism occurred, student will be referred to redo assignment during flex time with an assigned to a Student Success Support Session and will need to redo the work to gain up to half credit for assignment
- Multiple offenses may lead to suspension.

Health/Medical Update

All students in Grades 10-12 will be receiving updated medical forms in the mail which must be completed and returned to the Guidance Office as soon as possible. (Grade 9 students are not required to complete these forms unless there are very recent changes to their health/medical records). There are two forms, a [Student Health & Emergency Form](#) and a [Medication Authorization Form](#). It is very important that these forms be updated and returned to us prior to

a return to in-person learning. In addition to updates to your health, the form requires that your parent/guardian provide contact information for two to three additional adults who can dismiss you and/or pick you up from school in the event of illness.

Additionally the Massachusetts Department of Public Health is now requiring that all school aged children, even those engaged in remote learning, obtain a flu shot for the 2020-2021 school year prior to December 31st (click [this link](#) for additional information). GLTS is requiring all students to receive their flu shot prior to returning to the building and will be working with the Greater Lawrence Family Health Center's School-based clinic to assist with this process. Additional details will be forthcoming.

Student Schedule: Grade 9

Period/Time	Monday (A-Day)	Tuesday (B-Day)	Wednesday	Thursday (A-Day)	Friday (B-Day)
1 (7:43-9:00)	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time
2 (9:00-10:00)	Academic Class	Shop/CTE Class Time	Advisory	Academic Class	Shop/CTE Class Time
3 (10:10-11:10)	Academic Class	Shop/CTE Class Time	Asynchronous Learning Time/ Office Hours (Teacher Support)/ Extension Classes	Academic Class	Shop/CTE Class Time
4 (11:10-11:40)	Lunch	Lunch	Lunch	Lunch	Lunch
5 (11:40-12:40)	Academic Class	Shop/CTE Class Time	Asynchronous Learning Time	Academic Class	Shop/CTE Class Time
6 (12:50-1:50)	Academic Class	Academic Class	Asynchronous Learning Time	Academic Class	Academic Class
7 (1:50-2:30)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)

Student Schedule: Grade 10

Period/Time	Monday (A-Day)	Tuesday (B-Day)	Wednesday	Thursday (A-Day)	Friday (B-Day)
1 (7:43-9:00)	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time
2 (9:00-10:00)	Academic Class	Academic Class	Advisory	Academic Class	Academic Class
3 (10:10-11:10)	Academic Class	Shop/CTE Class Time	Asynchronous Learning Time/ Office Hours (Teacher Support)/ Extension Classes	Academic Class	Shop/CTE Class Time
4 (11:10-11:40)	Lunch	Lunch	Lunch	Lunch	Lunch
5 (11:40-12:40)	Academic Class	Shop/CTE Class Time	Asynchronous Learning Time	Academic Class	Shop/CTE Class Time
6 (12:50-1:50)	Academic Class	Shop/CTE Class Time	Asynchronous Learning Time	Academic Class	Shop/CTE Class Time
7 (1:50-2:30)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)

Student Schedule Grade 11/12 A Week

Period/Time	Monday (A-Week)	Tuesday (A-Week)	Wednesday	Thursday (A-Week)	Friday (A-Week)
1 (7:43-9:00)	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time
2 (9:00-10:00)	Academic Class	Academic Class	Advisory	Academic Class	Academic Class
3 (10:10-11:10)	Academic Class	Academic Class	Asynchronous Learning Time/Office Hours (Teacher Support)/ Extension Classes/Related (for those on Coop)	Academic Class	Academic Class
4 (11:10-11:40)	Lunch	Lunch	Lunch	Lunch	Lunch
5 (11:40-12:40)	Academic Class	Academic Class	Asynchronous Learning Time/Related (for those on Coop)	Academic Class	Academic Class
6 (12:50-1:50)	Academic Class	Academic Class	Asynchronous Learning Time	Academic Class	Academic Class
7 (1:50-2:30)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)

Student Schedule Grade 11/12 B week

Period/Time	Monday (B-Week)	Tuesday (B-Week)	Wednesday	Thursday (B-Week)	Friday (B-Week)
1 (7:43-9:00)	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time	Asynchronous Learning Time
2 (9:00-10:00)	Shop/CTE Class Time	Shop/CTE Class Time	Advisory	Shop/CTE Class Time	Shop/CTE Class Time
3 (10:10-11:10)	Academic Class - will be Wellness (or ELD for ELs) **(could be different periods)**	Academic Class - will be Wellness (or ELD for ELs) **(could be different periods)**	Asynchronous Learning Time/Office Hours (Teacher Support)/ Extension Classes	Academic Class - will be Wellness (or ELD for ELs) **(could be different periods)**	Academic Class - will be Wellness (or ELD for ELs) **(could be different periods)**
4 (11:10-11:40)	Lunch	Lunch	Lunch	Lunch	Lunch
5 (11:40-12:40)	Shop/CTE Class Time	Shop/CTE Class Time	Asynchronous Learning Time	Shop/CTE Class Time	Shop/CTE Class Time
6 (12:50-1:50)	Shop/CTE Class Time	Shop/CTE Class Time	Asynchronous Learning Time	Shop/CTE Class Time	Shop/CTE Class Time
7 (1:50-2:30)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)	Office Hours (Teacher Support)