

LHS “Remote” Student Handbook

2020 - 2021

School Calendars & Important Dates:

<u>2020-2021 Calendar Information</u>	<u>Term Dates:</u>
<ul style="list-style-type: none"> • August 25: First Day of School for New Staff • August 26: First Day of School for Returning Staff • August 31: First Day of School - Grades 1-12 • September 2: First Day of School - PK/K • September 7: Labor Day, No School • October 12: Columbus Day, No School • November 3: Election Day, No School for Students/District Staff Professional Development Day • November 11: Veteran’s Day, No School • November 25: Half Day for Students and Staff, No PK • November 26-27: Thanksgiving Break • December 23-January 1: Winter Break • January 15: Half Day for Students/District Staff Professional Development Day (PM), No PK • January 18: Martin Luther King Jr. Day, No School • February 15-19: Mid-Winter Break • March 19: Half Day for Students/District Staff Professional Development Day (PM), No PK • April 2: Good Friday, No School • April 19-23: Spring Break • May 31: Memorial Day, No School • June 21: Last Day of School (includes 5 built in snow days), Half Day for Students and Staff, No PK 	<p>Quarter 1: (8/31) 9/16/20 - 11/6/20 (47 days) Progress Report 1: Week of 9/28/20</p> <p>Quarter 2: 11/9/20 - 1/22/21 (44 days) Progress Report 2: Week of 12/7/20</p> <p>Quarter 3: 1/25/21 - 4/1/21 (44 days) Progress Report 3: Week of 3/1/21</p> <p>Quarter 4: 4/5/21 - 6/21/21 (or last day of school, 50 days) Progress Report 4: Week of 5/10/21</p>

Daily Schedule:

	A-Day	B-Day
8:30 – 9:40	Period 1	Period 2
9:45 – 10:55	Period 3	Period 4
11:00 – 11:25	College, Career Prep (CCP)	College, Career Prep (CCP)
11:30 – 12:00	Lunch	Lunch
12:05 – 1:15	Period 5	Period 6
1:20 – 2:30	Period 7	Period 8

District Policies: All policies are in force and must be followed during “remote” learning.

Students Rights and Code of Conduct (Discipline Code):

(ENG) –

<https://drive.google.com/file/d/11aSAWHaRTAzJnbkWn-pnY63m4tU8C849/view>

(SPN) - <https://drive.google.com/file/d/11cEljprqvx6NhhkRgMh3CjJdDp8v98zW/view>

Acceptable use policy (usage guidelines for LPS devices):

(ENG) -

https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/Acceptable_Use_Policy_English_Revised_09_05_2014.pdf

(SPN) -

https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/Acceptable_Use_Policy_Espaol_Revised_09_05_2014.pdf

Bullying and Cyberbullying Policies:

(ENG) - <https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/LPSBullyingPrevention&InterventionPlanRev01-13-20Updated01-13-20.pdf>

(SPN) -

<https://www.lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/LPSBullyingPrevention&InterventionPlanSpanishRev01-10-20Updated01-13-20.pdf>

Remote Learning Expectations:

Google Classroom Expectations:

- Students MUST enter google classroom through Clever.
- Students are expected to accept all class invites and join all google class requests.
- Students are expected to submit all work via google classroom unless otherwise directed to by the Teacher.

Email Communication Expectations:

- **Students MUST access email through Clever**
- Students MUST only use their LPS given email – Student ID#@students.lawrence.k12.ma.us. Teachers and staff will not respond to outside emails.
- When communicating via email, students should put the message in the body of the email not the subject line.
- Be sure to sign your email with your real name so the teacher knows who you are.

Zoom Expectations and Etiquette:

- All Students MUST enter Zoom through Clever or (s)he will not be allowed into the Zoom room.
- Arrive to Zoom class **on time – you will follow your regular schedule as it appears in Power School – a missed Zoom meeting is an absence for the period. Adjusted school hours are 8:30-2:30.**
- Attend Zoom class in an **area of your home** that is quiet and will allow you to focus and have minimal distractions
- Negative commenting toward other classmates is unacceptable.

- **Present yourself appropriately for learning** when on video – School attire is expected.
- The **Chat** should be used for relevant, necessary questions as indicated by your teacher, and not to distract yourself or your peers from learning
- Your **name** in Zoom must match the name you are referred to in school/class; this is how your attendance is tracked. Remember attendance is mandatory and counts!!
- Active participation in all Zoom class activities is expected: the more energy & effort you give, the more learning & enjoyment you get!

Zoom DOs and DO NOTs

Do	Please Don't
Keep microphone muted unless you are asked to respond.	Talk over others as it will cause static and will greatly disrupt the class.
Make sure your Zoom name is your actual name or you will not be admitted to the meeting resulting in an absence for the day.	Display inappropriate pictures, gestures or other
Your video should remain on for the entire class period or until your teacher approves otherwise.	Smoke, drink or consume any other illegal substances including but not limited to marijuana.
Be sure you are “school” appropriate – sitting in an appropriate place ready and able to work and dressed appropriately for school in school approved attire – No Pajamas please.	
Log into Zoom through CLEVER	

Attendance Policy: The full policy can be reviewed at <https://lawrence.k12.ma.us/files/lps/LPSdistrictpolicies/2019ENGHSLPSAttendance.pdf> the following is a brief overview.

1. Student Academic Requirements

It is the expectation of the Lawrence Public Schools that all students are to attend all classes. While the district strives for 95% attendance, there are consequences for students whose attendance in their courses falls to 90% or less - including credit loss and/or retention.

To earn credit in any course, a student is obligated to:

1. Fulfill the course requirements as defined by the content and performance standards for the course;
2. Maintain above a 90% attendance rate in all courses, no more than eight (8) absences per semester and no more than sixteen (16) absences for the year.

a. While credit is only earned at the end of a semester or year-long course, to earn a grade for the quarter, no more than four (4) absences are permitted.

Project Base Learning:

Project Base Learning (PBL) is a student-centered pedagogy that involves a dynamic classroom approach in which students acquire a deeper knowledge through active exploration of real-world challenges and problems. Students learn about a subject by working for an extended period of time to investigate and respond to a complex question, challenge, or problem. It is a style of active learning and inquiry-based learning. PBL contrasts with paper-based, rote memorization, or teacher-led instruction that presents established facts or portrays a smooth path to knowledge by instead posing questions, problems or scenarios.

Cohort Model of Student Placements and Class Assignments:

Cohort Information:

For safety reasons, all students have been placed in cohorts by grade. Unfortunately, being placed in cohorts limits the choices we were able to give students with respect to classes and electives. Please be kind and understanding with counselors and teachers as we have placed each student in the cohort with the best fitting classes for the individual needs of each student.

Class Assignments:

Students in Directed Study and Work Study need to attend their assigned College and Career Prep (CCP) class in order to earn attendance in those classes.

Grading & GPA (Grade Point Average):

Grading

Report cards are issued four times per year. Letter grades are put on report cards. Progress reports

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69		
A 94-96	B 84-86	C 74-76	D 65-66		
A- 90-93	B- 80-83	C- 70-73	F below 65		

Other Grade Notations

- *P= Passing (For courses that are designated Pass/Fail)*
- *I= Incomplete when a student has not made up their work prior to the completion of the marking period. If the incomplete is still not made up by the end of the next marking period, an "F" will be assigned. An incomplete grade at the end of the 4th marking period without advance make-up arrangements will result in an "F".*

Grade Point Value (GPA)

Grade Point Average (GPA) is a numeric value that indicates a student's academic achievement, calculated as the total number of grade points received divided by the total number of credits awarded. Below is the weighted scale for GPA:

Grade	Academic	Honors	AP/Dual Enrollment
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7


Grade	Academic	Honors	AP/Dual Enrollment
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
F	0	0	0

Breakfast / Lunch Availability:

Breakfast and Lunch are available to be picked up on campus from 11-1 each day. All Lawrence families with students are eligible. Other locations for pick up are:

LHS, Arlington, Frost, North Common (Old LHS), Parthum, Guilmette, Hennessey, Leahy, Lawlor, So.Lawrence East, and Wetherbee.

Support Contacts:

<p>Gr. 11 Counselors:</p> <p>A-Galvin – Jacqueline.Lepere@lawrence.k12.ma.us</p> <p>Gam-Pay – Janet.DeLeon@lawrence.k12.ma.us</p> <p>Pe-Z – June.Choi@lawrence.k12.ma.us</p>	<p>Gr. 12 Counselors:</p> <p>A-Garces – Nabil.Silfa@lawrence.k12..ma.us</p> <p>Garcia-Per – Judy.Ferrara@lawrence.k12.ma.us</p> <p>Pi-Z – Heidys.Mendez@lawrence.k12.ma.us</p>
<p>Gear Up Contacts:</p> <p>A-Galvin – mpena@dhe.mass.edu (Monaliza Pena)</p> <p>Gam-Pay – Amale.Harb@lawrence.k12.ma.us</p> <p>Pe-Z – Khunravy.Say@lawrence.k12.ma.us</p>	

Administrative Support:

Principal: Edward.Reynoso@lawrence.k12.ma.us
Assistant Principal: BarriAnn.Alonzo@lawrence.k12.ma.us
Assistant Principal: Nancy.Salach@lawrence.k12.ma.us
Assistant Principal: Angela.Sarkis@lawrence.k12.ma.us