



# Family Guide for Remote Learning

## *School Year 2020 - 2021*

**Our Mission:** UP Education Network is a school turnaround organization whose mission is to rapidly transform chronically underperforming district schools into extraordinary schools that sustain high achievement over time.

**Our Vision:** We transform schools into exceptional learning environments in partnership with families and communities. Students in our schools cultivate sharp minds, share their kind hearts, and explore their path and potential. UP graduates succeed on the path to college and pursue their passions.

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# Introduction

At UP Education Network, we are committed to delivering an exceptional learning experience to all scholars. We are working tirelessly to fulfill our mission and vision while providing access to the best resources and services our scholars and families need to support their success. This is a very important time in your scholars' development, and we want you to know we take your child's growth and development very seriously. The purpose of this document is to clarify what you and your student can expect as we launch the school year.

UP Academies located in Boston will welcome students back on September 1 for remote learning. While we start remote, we will also be working with BPS to develop our plans for opening in person options for families starting in early October. More details will come on this in the coming weeks. As we engage in the planning process, we continue to take guidance from MA Department of Elementary and Secondary Education as well as our district partners. In addition, we continue to follow public health guidance to ensure we plan for the safest alternatives when school resumes.

We greatly value the feedback we have received from families, and will continue to seek out your voice and input as this year progresses. As we prepare for what is going to be a much different learning experience than anyone has ever experienced, we look forward to continuing and expanding our partnership with you and your family.

We will do everything in our power to keep you informed, hear your voice, and incorporate your insight into our plans. Although we are experiencing a pandemic, we also see opportunity. An opportunity to connect more deeply than before. An opportunity to partner more intentionally in support of your child's success. An opportunity to creatively craft an unparalleled educational experience you and your child will surely remember.

As you read through this guide and prepare for the journey ahead, we want you to know you and your family are not alone. We are by your side every step of the way and will do whatever we can to ensure this is a great year for your child and your family.

# Guiding Principles for Remote Learning

- **Connection** - Every student should feel connected to the school community. We know this is not only beneficial for student investment in the school, but also for emotional well-being and learning engagement.



- **Continuity of Learning and Leading** Excellent remote instruction should aim to mirror excellent in-person instruction. Leadership practices for remote learning should mirror what we know about best leadership practices for in-person leadership.

- **Measure What Matters** - We must find a way to measure what students are learning. Engaging in the work is essential, but mastery of standards is our job and so we must measure mastery as well as engagement.



- **High Expectations: High Support** We expect that all students will engage in rigorous remote learning if we are unable to hold in-person classes. From these high expectations, we can then plan support and accommodations for students with unique circumstances. We must plan for a high bar for all and support students with what they need in order to access.

- **Continuous Adult Learning and Creativity** We must continue to encourage creativity and share best practices in order to continuously learn and grow on behalf of our students.

- **Whole Team Effort and Flexibility**- We must work together, within and across our schools, to ensure all students are engaged. We will view our roles and responsibilities flexibly in order to do what's best for students.



- **Clarity and Predictability** Learning materials are organized in a clear and predictable way. Students and families understand what is expected and can easily access all materials.

# Remote Learning Roles

*Family and staff partnership is critical for a successful transition to a new school year with remote learning. Each stakeholder plays an important role in ensuring a positive experience for students and families. We are in this together, and we value your partnership to provide a smooth transition for your child.*

<p><b>Students engage in remote learning:</b></p> <ul style="list-style-type: none"> <li>● Contribute to a positive school culture</li> <li>● Participate fully in class activities</li> <li>● Follow the class schedule</li> <li>● Keep track of assignments and due dates</li> <li>● Create a workspace at home with the materials you need to be successful</li> <li>● Take care of your device</li> <li>● Ask questions and reach out for support when you need it</li> </ul>	<p><b>Families support remote learning:</b></p> <ul style="list-style-type: none"> <li>● Contribute to a positive school culture</li> <li>● Monitor teacher and school communications</li> <li>● Create a dedicated schedule and workspace for your student to be successful</li> <li>● Support your child with logins and navigating curriculum tools, if needed</li> <li>● Ask questions and reach out for support when you need it</li> </ul>
<p><b>Teachers support remote learning:</b></p> <ul style="list-style-type: none"> <li>● Contribute to a positive school and student culture</li> <li>● Design and deliver engaging learning for all</li> <li>● Maintain a high level of communication and engagement with students and families</li> <li>● Establish consistent structures and routines</li> <li>● Be flexible, empathetic, and embrace a problem-solving mindset</li> <li>● Provide feedback for meeting learning goals</li> <li>● Participate in professional development</li> </ul>	<p><b>School leaders support remote learning:</b></p> <ul style="list-style-type: none"> <li>● Maintain a positive school culture</li> <li>● Be flexible, empathetic and embrace a problem-solving mindset</li> <li>● Provide ongoing and consistent communication to all stakeholders</li> <li>● Seek out feedback from families and staff</li> <li>● Support teachers' implementation of curriculum, instruction and assessments</li> <li>● Provide ongoing feedback to teachers</li> <li>● Be available to support parent questions and needs</li> <li>● Support the health and wellbeing of students and staff</li> <li>● Participate in professional development</li> </ul>

# UP Education Network Academy's Remote Learning Plan At-a-Glance

## UP Education Network Academy's Remote Learning Plan at a Glance

<b>Instructional Model</b>	While we will reopen our schools in a remote model, at least to start, our hope is to be able to safely welcome students back into the school building as soon as possible.
<b>Type of Instruction</b>	In a remote setting, students will engage in live learning with the teacher and classmates using Zoom during whole class instruction, small groups, assessments, and one-one sessions. Students will also have independent learning time every day that may include watching pre-recorded videos, completing assignments, and doing research. Additional platforms like Google Classroom, Youtube, Clever, Class Dojo, and Deanslist will be used.
<b>Schedule and School Day</b>	<p>To start the school year, students will engage in a fully remote model with 5 days of learning from home or a remote location. Students will participate in live lessons while also engaging in independent work on a daily basis. See below for specifics about time requirements for student learning:</p> <p><b>Grades K-1:</b> 3.5 hours of live daily instruction, 2 hours of independent work time/instruction</p> <p><b>Grades: 2-4:</b> 3.5 hours of live daily instruction, 2 hours of independent work time/instruction</p> <p><b>Grade 5:</b> 4.5 hours of live daily instruction, 2 hours of independent work time/instruction</p> <p><b>Middle School:</b> 4.5 hours of live daily instruction, 2.5 hours of independent work time/instruction</p> <p><b>Specific Learning times based on grade and content area :</b></p> <p><b>Literacy:</b></p> <ul style="list-style-type: none"> <li>● <b>Grade K-1:</b> 25-30 minute per day</li> <li>● <b>Grade 2-4:</b> 45 minute whole group per day</li> <li>● <b>Grade 5:</b> One 55 minute lesson per day (5x/ week) synchronous</li> <li>● Middle School: One 55 minute lesson per day</li> </ul> <p><b>Phonics:</b></p> <ul style="list-style-type: none"> <li>● <b>Grade K-3:</b> 30 Minutes per day</li> </ul> <p><b>Guided Reading (Small Group):</b></p> <ul style="list-style-type: none"> <li>● <b>K-2:</b> 20 minutes per day</li> </ul> <p><b>Math:</b></p> <ul style="list-style-type: none"> <li>● <b>Grade K-4:</b> 45 minutes per day</li> <li>● <b>Grade 5:</b> One 50 minute lesson per day</li> <li>● <b>Middle School:</b> One 50 minute lesson per day</li> </ul>

	<p><b>Science:</b></p> <ul style="list-style-type: none"> <li>• <b>Grades K-4:</b> Science will be taught through the literacy (or Focus for K1) curriculum</li> <li>• <b>Grade 5:</b> 30 minutes, 2 times per week at set times. 30 additional minutes, 3 times a week at times that vary</li> <li>• <b>Middle School:</b> 2 Hours per week</li> </ul> <p><b>History:</b></p> <ul style="list-style-type: none"> <li>• <b>Middle School:</b> 2 Hours per week</li> </ul> <p><b>Encore:</b></p> <ul style="list-style-type: none"> <li>• <b>K1-5:</b> 1 encore class 30-50 min/day</li> <li>• <b>Middle School:</b> 1 Encore class per day, 30 minutes</li> </ul> <p><b>Social Emotional Learning and Advisory:</b></p> <ul style="list-style-type: none"> <li>• <b>Middle School:</b> SEL lesson once a week for 30 minutes <ul style="list-style-type: none"> <li>◦ On days when there is no SEL lessons there will be advisory for 30 minutes</li> </ul> </li> </ul> <p><b>Intervention:</b></p> <ul style="list-style-type: none"> <li>• <b>Middle School:</b> 4 times per week for 30 minutes each time</li> </ul>
<p><b>Attendance</b></p>	<p><b>Daily attendance for live instruction and full engagement are expected for all students.</b></p> <p>Teachers will take daily attendance the same way they do for in-person learning. Students are expected to join whole class and small group sessions as well as completing their independent work assignments during the expected times.</p>
<p><b>Grading and Feedback</b></p>	<p>For grades K1-5, all curriculum dictated assignments will be posted on Class Dojo and Google Classroom, and graded each week. This could vary and may be subject to change.</p> <p>Grades 6-8, 4 assignments will be posted on Google Classroom, and graded each week for Math, Science, History, and ELA. This could vary and may be subject to change.</p> <p>Students will receive feedback on at least 2 assignments a week, aside from the graded assignment. This will give students time to improve on initial feedback, and get feedback on that improvement, before receiving a grade.</p>
<p><b>Supporting Students with IEPs, 504 Plans, and other Learning Needs</b></p>	<p>Related service providers and special education teachers will work collaboratively with other staff members and families to ensure students' needs are addressed. Teachers will address the individual needs as outlined in the IEP, 504 plan, or another associated support plan.</p> <p>Each student will receive an Individualized Remote Learning Plan (ILP) to ensure all their services are met. The following link is an example of what a blank Individualized Remote Learning Plan looks like. A member of the school team would assist you in completing one in the event your child receives specialized services as part of an IEP or 504 Plan.</p> <p><a href="#">Sample - Remote ILP</a></p>
<p><b>English Language Learners</b></p>	<p>Students will engage in pull out or co-taught instruction during whole class time. Students who are level 1 or 2 ELD students will receive instruction with their ESL teacher on language acquisition daily (55 minutes daily)</p>

<b>Technology to Support Learning</b>	Many students have already received a device to use for remote learning. In the event your child has not received a device, we will ensure he/she does prior to the start of school. We are also working to ensure all families have sufficient internet access.
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## What to Expect in Remote Learning

### Sample Elementary School Schedule

Full Days (M, T, Th, F)		Early Release (W)	
8:30-8:50am	Open Circle	8:30-8:50am	Open Circle
8:50-9:25am	Phonics	8:50-9:50am	ELA
9:25-9:55am	PE/Art/Music	9:50-10:00am	Break
9:55-10:05am	Break	10:00-10:50am	Math
10:05-11:05am	ELA	10:50-11:15am	Phonics
11:05-12:05pm	Lunch & Recess	11:15-11:40am	Guided Reading
12:05-1:05pm	Math	11:40-12:00pm	Closing Circle
1:05-1:35pm	Guided Reading		
1:35-2:05pm	Independent Work Time		
2:05-2:35pm	Math Intervention		
2:35-3:05pm	Independent Work Time		



## Sample Middle School Schedule

Full Day		Early Release	
8:30-9:00am	Advisory/SEL	8:30-9:00am	Intervention
9:00-10:00am	Math	9:00-9:10am	Break
10:00-10:30am	PE/Art/Music	9:10-9:40am	ELA
10:30-11:30am	ELA	9:40-10:10am	History
11:30-12:30pm	Lunch & Break	10:10-10:50am	Joy Event/Enrichment
12:30-1:00pm	Intervention	10:50-11:00am	Break
1:00-2:00pm	History	11:00-11:30am	Math
2:00-2:10pm	Break	11:30-12:00pm	Science
2:10-3:10pm	Science	12:00pm	Break & Independent Work Time
3:10-4:00pm	Office Hours		
4:00pm	Independent Work Time		

# Guidance for Learning and Communication Platforms

## Elementary School

Remote Learning Guidance	Platform used
What technology device do I use?	<ul style="list-style-type: none"> <li>● Students in K1-1 are being provided with IPADs</li> <li>● Students in 2nd-4th grade are being provided with Chromebooks</li> </ul>
Where are my classes held?	<ul style="list-style-type: none"> <li>● All classes will be held on <b>Zoom</b></li> </ul>
Where will my child access classroom material and assignments?	<ul style="list-style-type: none"> <li>● Students in K1-3 will use <b>Class DOJO/Google classroom</b></li> <li>● Students in grades 2-4 will use <b>Google Classroom</b></li> </ul>
Where will my child take tests and assessments?	<ul style="list-style-type: none"> <li>● Unit assessments will be taken in <b>illuminate</b> or other platforms as required</li> </ul>
How will my child communicate with teachers	<ul style="list-style-type: none"> <li>● Students will use <b>Google Classroom</b> or email to communicate directly with teachers</li> <li>● Families will use <b>Deanslist, Class DOJO</b>, call or email</li> </ul>
How do I know how my student is doing?	<ul style="list-style-type: none"> <li>● A weekly report and report cards will be sent through <b>Deanslist</b></li> </ul>

## Middle School

Remote Learning Guidance	Platform Used
What device will my child use?	<ul style="list-style-type: none"> <li>● Every student has been provided with a chromebook to access all learning materials and platforms.               <ul style="list-style-type: none"> <li>○ If your child has not been provided with one, the school will ensure he/she is prior to the start of school.</li> </ul> </li> </ul>
Where will live instruction take place?	<ul style="list-style-type: none"> <li>● All classes will be held on <b>Zoom</b></li> </ul>
How will the school communicate with students and families?	<ul style="list-style-type: none"> <li>● Assessments will be given on <b>illuminate</b></li> <li>● Families will receive regular email updates</li> <li>● <b>Deanslist</b> will also be used to communicate with families</li> </ul>
Where will my child access classroom material and assignments?	<ul style="list-style-type: none"> <li>● Students will get assignments on <b>Google classroom</b></li> </ul>
How will my child know the daily and weekly schedule?	<ul style="list-style-type: none"> <li>● Schedules will be provided to students on a weekly basis using google classroom</li> <li>● They will be emailed as well</li> </ul>
Where will my child take tests and assessments?	<ul style="list-style-type: none"> <li>● Unit assessments will be taken in <b>illuminate</b> or other platforms as required</li> </ul>
How will my child communicate with teachers	<ul style="list-style-type: none"> <li>● Students will use <b>Google Classroom</b> or email to communicate directly with teachers</li> <li>● Families will use <b>Deanslist, Class DOJO</b>, call or email</li> </ul>
How do I know how my student is doing?	<ul style="list-style-type: none"> <li>● A weekly report and report cards will be sent through <b>Deanslist</b></li> </ul>

## Resources for Students and Families

Chromebook Resources	<ul style="list-style-type: none"> <li>Logging into chromebooks: <a href="#">link here</a></li> </ul>
Deanslist Resources	<ul style="list-style-type: none"> <li>Deanslit family portal browser login: <a href="#">link here</a></li> <li>Overview video: <a href="#">link here</a></li> <li>Family App Guide: <a href="#">link here</a></li> <li>Family App Guide - Spanish <a href="#">link here</a></li> <li>Setting up Deanslist App Guide for Schools PPT: <a href="#">link here</a></li> </ul>
Illuminate Resources	<ul style="list-style-type: none"> <li>Taking an assessment using a quick code for students: <a href="#">link here</a></li> </ul>
Zoom Resources	<ul style="list-style-type: none"> <li>Logging into Zoom: <a href="#">link here</a></li> </ul>
Class DOJO	<ul style="list-style-type: none"> <li>Logging in for students: <a href="#">link here</a></li> </ul>
Clever	<ul style="list-style-type: none"> <li>Logging in for students: <a href="#">link here</a></li> </ul>

## Remote Learning Frequently Asked Questions

Question	Answer
How does my student log into their Chromebook?	Your student should sign in by using <code>firstname.lastname@upacademy&lt;school&gt;.org</code> e-mail address and their 5 or 6-digit student ID as their password. Use <a href="#">this link</a> for step-by-step instruction on logging into a Chromebook.
What is Google Classroom?	Google Classroom is where your student's teachers will post announcements, links, or assignments. Teachers and students can also communicate in Google Classroom. Your student should check Google Classroom every day. Use <a href="#">this link</a> to access your student's Google Classroom.
What e-mail address should my student use to log into Google Classroom and other learning sites?	Your student should sign in by clicking the "Sign in with Google" button and use <code>firstname.lastname@upacademy&lt;school&gt;.org</code> e-mail address and their 5 or 6-digit student ID as their password. Please use <a href="#">this link</a> for step-by-step instructions on logging in.
What is Class Dojo?	If your student attends an UP elementary school, their teachers will post announcements to Class Dojo. Your student should check Class Dojo every day.
How do I log into Class Dojo?	Your student's teacher will invite you to join Class Dojo. You will receive either a text message or email. Once you've received the invitation, you will be prompted to sign up for your student's class. Parents will log into Class Dojo using their phone number or email address. Use <a href="#">this link</a> for more information.

What is Clever?	Clever is a portal where students can access learning platforms. Many times a teacher will assign something in Google Classroom or Class DOJO and the link the teacher gives will go directly to Clever.
How do I login to Clever?	Your student should sign in by clicking the "Sign in with Google" button and use firstname.lastname@upacademy<school>.org e-mail address and their 5 or 6-digit student ID as their password.
What is the Deanslist App?	The Deanslist App is where you can view your weekly report. Please use this link for <a href="#">step-by-step instructions</a> ( <a href="#">Spanish translated directions</a> ) for downloading the app to your smart-phone. You will need to obtain a code from your school's main office to verify your student. Please use <a href="#">this link</a> for an overview on the App.
Where can I check my student's grades and attendance?	Every week, your school will send a report with your student's current grades and weekly attendance.
What if my student has trouble logging in?	<ul style="list-style-type: none"> <li>● Make sure your device is connected to Wi-Fi</li> <li>● Make sure the spelling of your student's name is correct in their email</li> <li>● Ensure you have the correct password for their account (usually your student's five or six digit student ID number)</li> <li>● If you are still having issues, your school will reach out to you with steps for getting additional support.</li> </ul>
Where does my student take tests and quizzes?	Your student's teacher will post directions for taking tests on Google Classroom. Please look out for these announcements and reach out to your child's teacher if you have any questions.
How should my student attend classes?	Your student must use Zoom to attend their classes online. They should follow their class schedule and click on the correct Zoom link. Find your child's Zoom link in Google Classroom.

# Family Communication

At UP Education Network and all UP Academies, we value providing an excellent learning experience for ALL students, and we have dedicated our collective attention to this process. In addition, we have worked with our families and district partners to gather important feedback and insight to guide the process. Below is a brief overview of the work we have been doing at the network and school level to plan for the most successful return to student learning.

<b>UP's Internal Approach to Gathering Feedback to Inform the Planning Process and Sharing Important Information</b>	<b>Emails</b>	You will receive regular emails to share important updates related to reopening.
	<b>Surveys</b>	You should have received a survey from the district to gather your feedback and input around the different scenarios for reopening schools.
	<b>Direct Outreach and Communication with Families</b>	Many families have been contacted directly by school-based and network staff to gather important feedback for the planning process. Moving forward, we will continue this communication and outreach to ensure families' perspective is included in all decision making.
	<b>Task Force Meetings</b>	School leaders and network leaders meet 2x per week to discuss and plan around all possible scenarios for students returning to learning. In addition, UP Academy schools run internal Task Forces that meet at least once per week to discuss more specific items. If you would like to join the school-based Task Force, please contact your child's school directly for more info.
	<b>State and District Communication</b>	Our network leaders are in regular weekly communication with state and district leaders to keep a constant pulse on updates and important information related to plans for student learning and public health.

**As we move closer to resuming student learning, we will continue to communicate regularly to share UP Education Network, Boston Public Schools, and public health updates with you and your family. Please see below for a more detailed overview of family communication moving forward:**

<b>Family Communication Moving Forward</b>	
<b>Family Orientation</b>	<p>We are taking a thoughtful approach to orientation to ensure you and your child are equipped with the knowledge/information, tools, and support needed to be successful in remote learning. Family Orientation will include the following:</p> <ul style="list-style-type: none"> <li>● Introductions to teachers and staff</li> <li>● Overview of expectations for students               <ul style="list-style-type: none"> <li>○ Learning (work completion, and quality of work)</li> <li>○ Attendance</li> <li>○ Other expectations as noted by school</li> </ul> </li> <li>● Access to ALL technology and any hard copy materials or needed supplies</li> <li>● Guidance for parents to support students in remote learning</li> </ul>
<b>Ongoing Family Communication</b>	<p>To ensure students have the information and support needed to be successful, the school will be in regular communication with you and your family. Below is a detailed breakdown of how communication will look:</p> <ul style="list-style-type: none"> <li>● You will be contacted directly by the HR teacher or advisor at least once a week</li> <li>● You will receive regular school-wide communication</li> <li>● You will be provided with ongoing opportunities to provide feedback on how remote learning is going</li> <li>● You will receive a progress report each week that is generated by Deanslist</li> </ul>

## Closing A Commitment to Partnership and Excellence

As we prepare to return to student learning and provide an excellent learning experience for all students, we want you to know that we are here to support and guide you and your child every step of the way. These are unprecedented times and teaching and learning will happen in ways never before imagined. You are an essential partner in your child's success and we are excited to work alongside you.

As we approach this work, we are driven by a slogan that exemplifies one of our values - Level UP! Level up to ensure the learning experience is excellent for students. Level UP to ensure families have the support and guidance they need to support student learning. We will Level UP alongside you to ensure you have the support needed to be your best and support your student to success. We believe in you and appreciate all you do!

