

## Malden High School

### Educator Guidance & Resources for Distance Learning 2020-2021

[Malden High School Expectations for Administration, Educators, Students and Parent/Caregivers](#)

### Communication

Educators will utilize time within the school day to provide outreach and communication to students and parents/caregivers.

[Documentation in X2 Journal](#)

Educators will alert the House Principal or counselor(s) if a student needs more support academically or with social emotional needs.

Educators will share their contact information with students and families.

Educators will provide consistent communication with families/caregivers. [Tiered Communications](#)

Educators will communicate their Google Classroom Codes to students. [Please find the master list here.](#)

Educators will make House Principals and secretaries aware of any discrepancies/errors in student/family contact information [by inputting the student information here.](#)

Educators will follow [Distance Learning Video Conferencing Guidelines.](#)

## Schedule

All classes within a school week should have a combination of synchronous and asynchronous elements. Educators will be live and available to the students throughout the period (even when students are engaged in independent work). Educators will engage in individual and common planning time, as well as meetings scheduled by the Principal, during the morning asynchronous block.

All periods will begin and end with live interaction between the students and teacher.

[Blue and Gold Daily Schedule](#) & [Alternative Blue and Gold Daily Schedule](#)  
[Monthly Schedule](#)

## Attendance

Students will be on time, present and engaged for all synchronous learning experiences. Student cameras are expected to be on as directed by the teacher however; if students have individual concerns, they should communicate and develop a plan with their teachers.

Educators will record class attendance at the end of the period in Aspen X2 for every class using the codes Virtually Present (VP), Virtually Absent (VA) or Virtually Tardy (VT).

Educators will be responsible for recording attendance for their distance learning live classes and contacting parents/caregivers of students with poor attendance or frequent tardiness.

Beginning on October 1st, students with 7 or more unexcused absences will receive an attendance failure for the quarter.

Educators will refer students with chronic absenteeism to their House Principal for additional follow up.

Educators are to communicate with Barbara Scibelli (781) 397-6002 by 6 AM if they plan to be absent for the day. Educators are expected to inform their classes (e.g., post notification in Google Classroom) and provide an asynchronous assignment on Google Classroom for students to complete during the scheduled class period. .

## Assignments

Educators will be responsible for providing synchronous (live) lessons during their assigned class times, as well as assignments to be completed during asynchronous blocks.

Educators are expected to assign 40 minutes of asynchronous assignments per week. They will be assigned through Google Classroom.

Reasonable, appropriate, and authentic homework may be assigned.

Students are to conduct themselves with integrity when they complete assignments by only completing their own work. [Academic Dishonesty and Plagiarism Document](#)

## Grading

Educators will use the numerical grading system to report learner progress.

All Educators will provide students with a course syllabus. Course syllabi will contain their grading policy and other classroom expectations.

Educators will keep a timely record of completed work and grades through Aspen X2. Educators are expected to update Aspen X2 every 10 school days.

## Equity

Educators will provide curriculum and instruction that responds to different learning modalities, needs, and students' cultural and linguistic diversity.

Educators will work to identify learning gaps and identify classroom interventions to support students.

Educators will look for signs that students are struggling and alert the appropriate staff member (school counselor, school adjustment counselor, or house principal).

## Malden High School House System

### Boyle House Team/ PACE Program

Stephanie Sibley: House Principal  
Alison White: 9th Grade School Counselor  
Jessalynne Brown: 10-12th Grade School Counselor  
Benjamin Butler: School Adjustment Counselor  
Rachel Gelling: PACE School Adjustment Counselor

### Holland House Team

Marta Cabral: House Principal  
Alison White: 9th Grade School Counselor  
Caitlin Quinn: 10-12th Grade School Counselor  
Kristy Hardy: School Adjustment Counselor

### Jenkins House Team

Jayson Payeur: House Principal  
Amy Yu: 9th Grade School Counselor  
Ann O'Connor: 10-12th Grade School Counselor  
[SAC Coverage](#): School Adjustment Counselor

### Brunelli House Team

Heather Northrop: House Principal  
Amy Yu: 9th Grade School Counselor  
Taryn Belowsky: 10-12th Grade School Counselor  
Vita Chiarenza: School Adjustment Counselor

### Pathways Program

Lisa Kingsley: Program Manager  
Kristy Magras: School Counselor  
Marie Motley and Rachel Gelling: School Adjustment Counselor

### School Principal: Chris Mastrangelo