

Malden High School

Expectations for Distance Learning

Due to the Covid-19 Pandemic, the Malden High School administrative team developed a working document to outline expectations for students/families, Educators, and administration during the Distance Learning format.

Communication		
Administration	Educators	Students & Parents/Caregivers
<p>Administration will communicate with families at least every other week to provide an update on remote learning as well as important reminders.</p> <p>Administration will provide a Tiered Communication document to all Educators. Please find the link here.</p> <p>Administration will aggregate reported changes to student contact information.</p>	<p>Educators will utilize time within the school day to provide outreach and communication.</p> <p>Educators will alert the House Principal or counselor if a student needs more support academically or with social emotional needs.</p> <p>Educators will share their contact information with students and families.</p> <p>Educators will provide consistent communication with families/caregivers.</p> <p>Educators will communicate their Google Classroom Codes to students. Please find the master list here.</p>	<p>Parents/Caregivers should ensure family contact information is current and provide updated phone numbers, email, and address information to the house secretary as needed (Holland & Boyle: mleblanc@maldenps.org; Jenkins & Brunelli: lglennon@maldenps.org; For the Pathways Program, please reach out to Kim Smith: ksmith@maldenps.org.)</p> <p>Parents/caregivers or students should report any changes in the student's home life that would impact remote learning to their building administration.</p> <p>Students should use the 2:15 - 2:45 block (WIN block) for support.</p> <p>Parents/Caregivers should contact Educators with questions, comments, concerns.</p> <p>Students and parents/caregivers should email helpdesk@maldenps.org when a chromebook is lost or broken. For all other issues related to Chromebooks, contact the Family Chromebook hotline at (781) 709-8080 or the LIVE CHAT.</p>

Schedule

Administration	Educators	Students & Parents/Caregivers
<p>Administration will update and maintain scheduling documents and share any changes with the community.</p> <p>Blue/Gold Day Schedule</p> <p>Monthly Schedule</p>	<p>All classes within a school week can 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.)</p> <p>Educators will engage in individual and common planning time, as well as meetings scheduled by the Principal, during the morning asynchronous block.</p> <p>All periods will begin and end with live interaction between the students and teacher.</p>	<p>Each school day will have a combination of synchronous and asynchronous elements. Students are expected to be engaged during all class periods.</p> <p>Members of the class are expected to attend and participate from a location that allows them to perform to the best of their ability. This includes a demeanor consistent with in-school participation. This includes, but is not limited to: Video Conferencing Guidelines for Students</p> <ul style="list-style-type: none"> ● Sitting upright/standing up at a surface that allows for writing ● Readiness with the student's computer/chromebook/device ● A notebook/paper and writing material ● Any other required instructional materials ● The student being visible to the teacher unless there are extenuating circumstances and you communicated that to the teacher(s)

Attendance

Administration	Educators	Students & Parents/Caregivers
<p>Administrators will use daily and class attendance data, assignment completion data, and teacher reports, and referrals to the Student Support Team (SST) to track and monitor student engagement and interaction.</p> <p>Administrators will work with their House Teams and SST to assist with challenges related to attendance, academics, and social/emotional wellbeing.</p>	<p>Class attendance will be recorded in Aspen X2 for every class.</p> <p>Educators will be responsible for recording attendance for their live classes and contacting parents/caregivers of students with poor attendance or frequent tardiness.</p> <p>Educators are to input Virtually Present (VP), Virtually Absent (VA) or Virtually Tardy (VT) in Aspen X2 at the end of the period.</p>	<p>Blue and Gold Daily Schedule</p> <p>Students will be on time, present and engaged for all synchronous learning experiences. Student cameras are expected to be on throughout the lesson however; if a student has an concern, the student should discuss their concern with their teacher.</p> <p>Student attendance is mandatory for all classes, including WIN block when referred by a teacher.</p>

Attendance (continued)

Administration	Educators	Students & Parents/Caregivers
	<p>Beginning on October 1st, students with 7 or more unexcused absences will receive an attendance failure for the quarter.</p> <p>Educators will refer students with chronic absenteeism to their House Principal for additional follow up.</p>	<p>If a student is sick and cannot attend a synchronous lesson or complete assignments, he/she/parents/caregivers will communicate with the teacher(s) through phone call or email to their House Secretary (781) 397-6000; (Holland & Boyle: mleblanc@maldenps.org Jenkins & Brunelli: lglennon@maldenps.org.) For students in the Pathways program, he/she/parents/ caregivers should call (781) 397-6000 and ask to be connected to the Pathways office.</p> <p>Students with 7 or more unexcused absences will receive an attendance failure for the quarter.</p>

Assignments

Administration	Educators	Students & Parents/Caregivers
<p>Administration will update the shared platform for learning resources (Clever) as needed.</p> <p>Administration and School Directors will be added to educator Google Classroom pages and be provided Google Meet links.</p>	<p>Educators will be responsible for providing synchronous (live) lessons during their assigned class times, as well as assignments to be completed during asynchronous blocks.</p> <p>Reasonable, appropriate, and authentic homework may be assigned.</p>	<p>Students will attend their scheduled classes daily and complete the assignments provided. Educators will communicate deadlines for assignments.</p> <p>Parents/caregivers will check Aspen X2 for updates on student achievement and/or Google Classroom for updates on class content.</p> <p>Students will conduct themselves with integrity when they complete assignments by only completing their own work. Academic Dishonesty and Plagiarism Document</p> <p>Students will complete weekly asynchronous learning tasks. Weekly asynchronous assignments will be shared Monday morning & submitted by Friday afternoon.</p>

Grading

Administration	Educators	Students & Parents/Caregivers
<p>Administrators will set expectations for teacher grade-keeping, data entry, and tracking student engagement. Policy updates will be communicated on the school's website.</p>	<p>Educators will continue to use the numerical grading system to report learner progress.</p> <p>All educators will provide students with a course syllabus. Course syllabi will contain their grading policy and other classroom expectations.</p> <p>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.</p> <p>Educators will use the progress report system to report learner progress. Reports will be emailed to students and parents/caregivers and given directly to students when in-person learning resumes.</p>	<p>Students and Parents/Caregivers are responsible for regularly monitoring student grades in Aspen X2. Parent login information will be provided.</p> <p>Grades will follow the numerical grading system as delineated in the student handbook.</p>

Equity

Administration	Educators	Students & Parents/Caregivers
<p>Administration will ensure that all students have access to academic and social/emotional support Educators and resources. Students with individual education plans (IEPs) and/or who are English Learners (ELs) receive language will receive all of their required services.</p> <p>All administrators will work to identify and address equity gaps.</p>	<p>Educators will provide curriculum and instruction that responds to different learning modalities, needs, and students' cultural and linguistic diversity when possible.</p> <p>Educators will work to identify learning gaps and identify classroom interventions to support students.</p> <p>Educators will look for signs that students are struggling and alert the appropriate Educators member (school counselor, school adjustment counselor, or house principal).</p>	<p>Students will attend daily live classes via Google Meet.</p> <p>Students will complete the assignments provided.</p> <p>Students, parents/caregivers will alert their teacher and/or House Principal regarding barriers to learning.</p>

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 & Rachel Gelling: School Adjustment Counselor

School Principal: Chris Mastrangelo