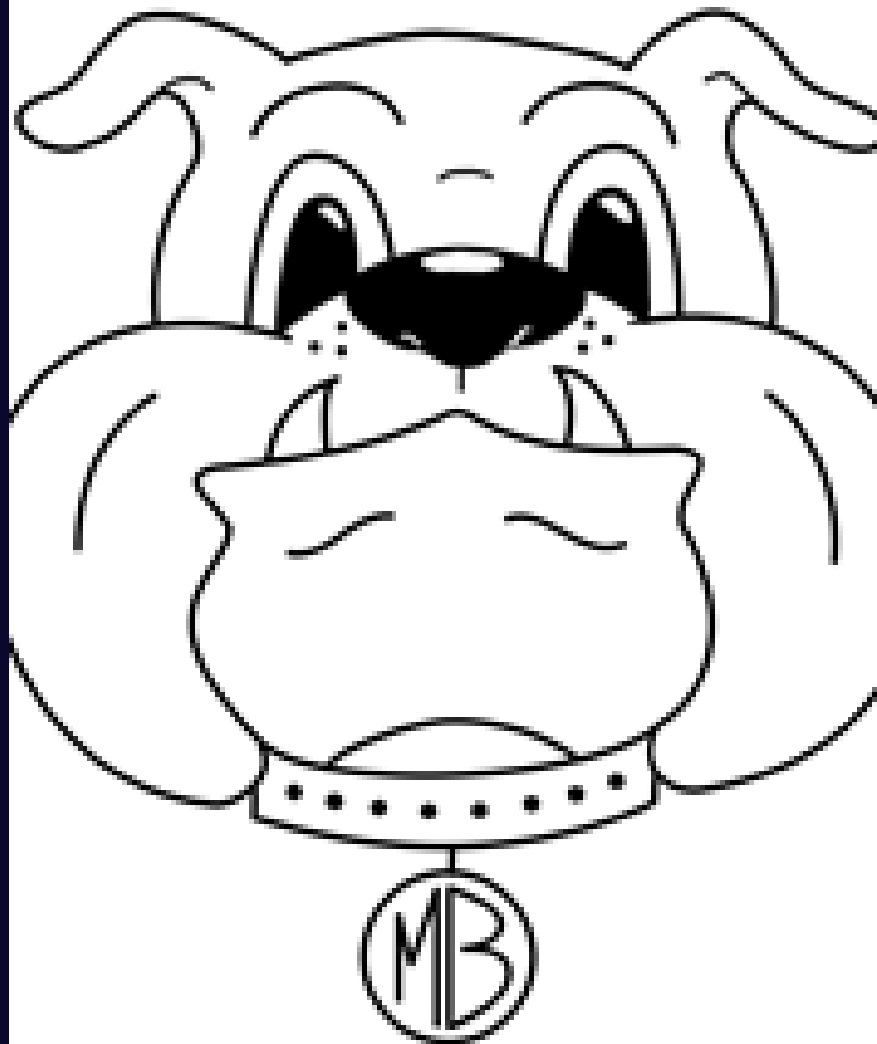


# **MILTON BRADLEY FAMILY HANDBOOK**

**REMOTE LEARNING EXPECTATIONS**

**2020-2021**



# SCHOOL OVERVIEW

“We CARE at Milton Bradley School”  
CARING ACCOUNTABLE RESPECTFUL  
EVERDAY

**Milton Bradley School**

22 Mulberry Street

Springfield, MA 01105

**Kristen Hughes - Principal**

**Lou Tirsch - Assistant Principal**

**Phone Number:** (413) 787-7475

**Fax Number:** (413) 750-2214

**School Colors:** Blue & White

**School Mascot:** Bulldogs

**School Website:** [Milton Bradley School Website](#)



# DAILY STUDENT SCHEDULE

School Hours Remain 8:30am - 3:30pm

8:30 - 8:50	Homeroom/Attendance
8:50 - 11:00	Online Instruction
11:00 - 12:45	Lunch/Recess/Independent Work (Students are Offline)
12:45 - 3:30	Online Instruction
3:30 -	Dismissal

# COMMON TERMS FOR REMOTE LEARNING

- **Remote Teacher:** The educator who will provide and support remote live instruction to students, whether it be in a hybrid model or fully remote (sometimes referred to as a virtual setting).
- **Virtual Teacher:** The educator who provides instruction in a recorded video with the main purpose to support remote learning; with the videos also possibly being used in the in-person setting.
- **Synchronous** – together live in a remote/online setting. Zoom or Microsoft Teams
- **Asynchronous** – independent tasks such as, but not limited to the following examples: watching a recorded lesson independently; working in an online platform such as i-Ready or Scholastic Lit Pro; completing tasks online and submitting work; working on projects or assignments in notebooks and communicating with teachers.

# STUDENT EXPECTATIONS

- Students will meet with their assigned teacher and cohort of peers daily to check-in, support each other, and take attendance.
- Teachers will facilitate student engagement in synchronous (Teacher lead Instruction) and asynchronous (Independent Learning) learning activities daily.
- Every student will have Reading, Writing, Math, Science, Social Studies, and Specials classes throughout the week.
- Students will be expected to complete all assigned work, which will include at least two graded assignments to complete per subject, per week.
- All assigned work must be submitted by the following Tuesday to be scored by the teacher
- Learning activities, both synchronous and asynchronous, must take at least as much time to complete as students would be spending in school if they were physically present.
- Students will receive necessary English Language and SPED services as required by their EL level or IEP



# PARENT GUARDIAN EXPECTATIONS

Parent/Guardian or Caregiver will make sure their children sign onto their laptop between 8:30 and 8:50 EVERY DAY.

Parents must ensure their child attends all synchronous lessons during the day.

If a student misses a lesson or is absent due to illness, a recorded video of the lesson(s) missed will be provided and must be made up with all work submitted.

Recording of all lessons will be made available, however, students must be present during Synchronous time in order to get support, individualized help, answers to questions from their teacher.

If a child must be absent from remote learning, the parent must call the office at 787-7475 to report that the student will be late or absent.



Lunch and break will be from 11:00-12:45 in order to give you plenty of time to get to a feeding site to pick up lunch. Students should also have time to relax and break from the computer screen. This is also a time that students can make up any unfinished work.



Parent/Guardian or Caregiver will make sure students sign back onto their laptop promptly at 12:45 for the second half of synchronous instruction.



Parent/Guardian or Caregiver must respond to teacher calls/emails/Class Dojo Messages within 24 hours.



Extra homework will not be given beyond the school day, however, since students are not physically in school with teachers, work may take longer than normal. Students must complete any unfinished work after 3:30 and must complete their 45 minutes of Reading or Math on I-Ready if they did not finish it during the day.

# PARENT GUARDIAN EXPECTATIONS CONTINUED

# ATTENDANCE DURING REMOTE LEARNING

Teachers will take students' attendance and participation each day.

Students who are not logged in to class by 8:50 will be marked absent.

Students who log into class after 8:50 will be marked as tardy.

Parents must clear all absences by calling the office. If a student is ill, the parent will need to call the office to report an absence.

Students will be required to tune in to classroom lessons throughout the school day.

During remote learning the attendance policy for Springfield Public Schools has not changed. The policy can be found here [Attendance Policy](#)



# LEARNING MANAGEMENT PLATFORM

- [Schoolology](#) (click here to access Schoolology)

Schoolology is our Learning Management System. Students will start here every day to see their schedule, zoom meeting links and times, assignments, due dates and updates from teachers. Support for Schoolology can be found by clicking here: [How to Navigate Schoolology for Parents and Students](#)

# SCHOOL COMMUNICATION (CLICK LINKS TO ACCESS SITES)



ClassDojo

[Class DOJO](#)

Milton Bradley uses [Class DOJO](#) which is a free app that families can download on their cellphones or computers. Teachers will send home information from the classroom individually and for the entire class. Other staff members will frequently use Class DOJO to relay messages to families about events that are occurring at Milton Bradley.

[Milton Bradley School Website](#) We have a school website where you will find the calendar of events, important parent information including this PowerPoint for frequent review, news, photos of what's happening at Milton Bradley School and other important links and information. We suggest you save the school website to your favorites so you can easily access the site from your computer or smartphone.

# SCHOOL COMMUNICATION CONTINUED

- **E-Mail-** [Link to Staff Emails](#) Please communicate with teachers and other school staff via e-mail. This will ensure your question, concern, request is addressed in the quickest manner.
- **School Messenger-** The School Department and Milton Bradley will continue to use School Messenger which sends messages to phone numbers, sends texts and emails as a frequent source of communication and reminders. Please make sure we have an updated home phone number, cell phone number and email address so you receive all necessary messages. Please listen to all School Messenger messages carefully.

# STUDENT DEVICES

- **All Kindergarten through Grade 5** students will be issued a Springfield Public Schools Laptop. These laptops are for STUDENT USE ONLY and are for educational purposes only.
- **Pre-K** will be getting I-Pads to assist them with their learning. Laptops are for STUDENT USE ONLY and are for educational purposes only. **Pre-K laptops will be not be distributed until October.**

# LAPTOP NOT WORKING

If you are having trouble with your laptop, please use the following links prior to calling for assistance. Most laptop issues can be resolved remotely. Replacement delivery will be arranged when issues cannot be resolved

**[How to Connect to Wifi](#)**

**[How to Access Microsoft Teams](#)**

**[Student Help Desk Link](#)**

**[Installing Microsoft Teams to Phone or Tablet](#)**

**[SPS Family Support YouTube Channel](#)**

Videos will be available in English, Spanish, Arabic, Nepali, Somali, Swahili, and Vietnamese

# CONTACT INFORMATION

We want to ensure that concerns for your child are addressed quickly and efficiently. If you have a concern about curriculum, something that happened in the classroom, your child's academic success, your child's behavioral success, or any other concern you may have, please fill out the Parent Concern Form. There will be a form on the Milton Bradley Website which you can send to the appropriate staff member, so that we can address the concern quickly, so the best interest of your child is met.

## **Steps to take if you have a concern:**

- Send an e-mail or DOJO message to your child's teacher! Your child's teacher spends more time with your student than anybody else. Please address the concern with the teacher first.
- If you are not satisfied after speaking with your child's teacher, send in a note or call to speak with the counselor, Ms. Sabourin 787-7475 ext. 28840 or Ms. Schortmann, 787-7475 ext. 28841 or the City Connects Coordinator, Ms. Falcone 787-7475 ext. 28855.
- If you are still not satisfied after speaking with the counseling team, call to speak with the Parent Facilitator Karla Rivera. She will try to address your concerns, or she will leave a message for an administrator who will call you within 48 hours of leaving your message. 787-7475.
- If your concern is a health-related issue, call the nurse immediately. 787-7475 ext. 28861.



# HOMEROOM SCHEDULE

HR 219					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:50	Morning Meeting/ Attendance	Morning Meeting/ Attendance	Morning Meeting/ Attendance	Morning Meeting/ Attendance	Morning Meeting/ Attendance
			8:50-9:40 Second Steps		
8:50-9:35	Reading	Reading	Reading	Reading	Reading
9:35-10:15	PE with Mrs. Kendall	PE with Mrs. Kendall	PE with Mrs. Kendall	PE with Mrs. Kendall	PE with Mrs. Kendall  Or Invitational Groups
10:15- 11:00	Writing	Writing	Writing	Writing	Writing
11:00-12:45	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:45-2:15	Math	Math	Math	Math	Math
	Science	Science	Science	Science	Science
2:15-2:45	Social Studies	Social Studies	Social Studies	Social Studies	Social Studies
2:45-3:20	Invitational Groups and I-Ready time	Invitational Groups and I-Ready time	Invitational Groups and I-Ready time	Invitational Groups and I-Ready time	Invitational Groups and I-Ready time
3:20-3:30	End of Day Announcements/ Check out	End of Day Announcements/ Check out	End of Day Announcements/ Check out	End of Day Announcements/ Check out	End of Day Announcements/ Check out

# MEET YOUR TEACHERS

- Barbra Provost- Reading and Writing : [provostb@springfieldpublicschools.com](mailto:provostb@springfieldpublicschools.com)
- Freya Pollock- Math and Science: [pollockf@springfieldpublicschools.com](mailto:pollockf@springfieldpublicschools.com)
- Ibelis Mateo- ESOL/ Reading and Writing: [mateoi@springfieldpublicschools.com](mailto:mateoi@springfieldpublicschools.com)
- Edward Tharion- Social Studies: [tharione@springfieldpublicschools.com](mailto:tharione@springfieldpublicschools.com)
- Stephanie Folvi- Student Support: [folvis@springfieldpublicschools.com](mailto:folvis@springfieldpublicschools.com)