

Lurgio Middle School

Remote Learning

Parent Guide

Dear Lurgio Families,

Thank you for taking the time to read this guide. It contains the big ideas regarding our implementation of remote instruction at Lurgio. Please think of this as a mini-addendum to our [regular school handbook](#).

As usual, if you have questions, please direct them to the person who you think has the answer:

- Teachers for classroom-specific questions
- Technology Questions
 - Donna Dennis (Digital Learning Specialist) dennisd@sau25.net
- Special Education
 - Case Managers
 - Heather Pierce (Special Education Facilitator) pierceh@sau25.net
- Guidance
 - Brian Miller (A-G) bmiller@sau25.net
 - Sarah Demers (H-R) demerss@sau25.net
 - Donna LaRue (S-Z) larued@sau25.net
 - Claudette Stone (Behavior Specialist) stonec@sau25.net
- Nurse - (603) 310-9100 ext. 34415
 - Evelyn Chessie chessiee@sau25.net
- Administrators - (603) 310-9100
 - Ed Joyce (Principal) joycee@sau25.net
 - Nate Fellman (Asst. Principal, Grade 7) fellmann@sau25.net
 - Kristen Gauthier (Asst. Principal, Grade 8) gauthierk@sau25.net

This is brand new territory for our families and staff. I know that we will come together to create meaningful learning opportunities for our students, but I also know that it may take some time. I hope you find this guide a helpful initial tool as we navigate remote teaching and learning together.

Sincerely,

Ed

Goal of Remote Instruction:

The central goal of remote instruction is to continue student learning. Students will continue to be given instructional opportunities and demonstrate competency in a variety of ways.

Preparation for Remote Instruction:

For the past few weeks, we have been planning extensively for the implementation of remote instruction, both at the school level and at the district level. Much time will be spent this week continuing that planning to ensure that every teacher is ready with the technology tools, methods, and expectations for remote learning.

Access to Lurgio:

During remote learning days, the building is open to all staff for planning and resource purposes. Teachers will work remotely but have the opportunity to come in to get curriculum materials or work from Lurgio. Administrators, nurses, and office staff will continue to work in the school building. Additionally, there will be personnel available to answer the phones.

While our school nurse, Ms. Chessie, will be present at school, please contact her by phone or email if you have any questions. Ms. Chessie is available for medical questions but is not equipped for medical visits.

At this point, we are asking that the public not visit the school during remote learning. Please call ahead to Lurgio's main office at (603) 310-9100 if you need access to the building to retrieve something for your student.

Communication:

For teachers, email and Google Classroom will be the primary modes of communication. If you need to reach a teacher, counselor, or other staff member, please use email. Staff members are available to answer emails throughout the typical school hours (see more details below); emails that come in after the end of class or the school day may not be returned until the next school day. Main office and health office staff are available by phone or email to answer questions throughout the day.

Class Expectations:

All students are expected to participate in the online activities that their teachers prepare for them in their Google Classrooms.

The school will follow the usual Red Day-Silver Day schedule. Each pod will post their daily schedules for students. Students and parents can expect communication from teachers via email and/or Google Classroom each day.

During this period of remote instruction, it will be important to maintain as much normalcy as possible for our students. Having our students adhere to their typical school schedule whenever feasible will help offer consistency and routine. Therefore, we ask that during the school day, students follow the Pod schedules that their teachers post. For instance, if your student has Math class from 9:20-10:40 on Silver Days, they should make every effort to engage in their mathematics work at that time.

Teachers will make themselves available via email for their students during class. They will prioritize student support during their classes.

I have asked teachers to reduce the scope of the curriculum and instruction in order to adjust to a remote learning model. We cannot cover all the same material as we would have in a physical classroom setting. That said, students will still have graded assignments, deadlines, and assessments that all lead to demonstrating competency.

Technology Issues:

If a student has issues with Google Classroom, their Chromebook, or any other aspect of technology required for remote learning, they should submit a helpdesk ticket [here](#). For more information from the Technology Department click [here](#).

Attendance:

Homeroom teachers will take attendance each morning at 9:00 AM using Google Classroom. They will submit their attendance rosters to the main office as they would during a regular school day. Your student's homeroom teacher will share more specifics regarding attendance procedures during remote learning days.

In addition to new concerns over COVID-19, students and staff will likely require time to recover from the normal seasonal illnesses that occur every year. Please follow our usual absence reporting procedures. Parents should report any influenza-like illness or positive test results for any type of flu including influenza A, influenza B, or COVID-19 to Ms. Chessie, the Lurgio nurse, at (603) 310-9100 ext. 34415. Please also continue to contact our attendance line at (603)310-9100 as if school was in session at Lurgio. If your student is ill or cannot complete remote school for some reason, we still need to know. Please call the attendance line and report that they are absent.

Guidance Help:

During these times when all adults are less certain about how things are going to proceed, it's ever more important to create normal structures for our students.

Students thrive on structure, clear expectations, and a sense of normalcy. It's important for all of us to create an environment that mirrors the four walls of a school building as much as possible.

Ross A. Lurgio Middle School Pods and teachers will be rolling out schedules for students to follow, but parents and students might want to build general practices that cover a variety of areas to help make this experience as effective as possible.

Take some time with your student to think about things that they do every day at school that impact their well-being as a student: scheduled and as-needed breaks (this includes breaks from all technology), household chores and regular exercise, quiet time, and a time and appropriate method to check in with friends. You may also want to consider helping your student connect with their regular supports from the building (classroom teachers, specialists, fine arts teachers, counselor, nurse or principal).

Taking on the task of organizing your child's day can be overwhelming. We suggest that you empower your student to chunk out their time in manageable increments (e.g. 45 minutes) and set daily goals. This will help in making your household schedule flow.

Refer to the [RAL Guidance Department Website](#) for resources related to remote instruction and talking to adolescents about COVID-19.

Advisory:

Unfortunately, this is one of the important parts of Lurgio that we can't recreate very well during this time. While there is not an expectation for students and teachers to "attend" advisory remotely, we encourage teachers and students to stay in touch with their Advisory groups if they are able. Connections are an important part of the Lurgio community and we would like to maintain contact if possible.

Special Services:

Students will continue to have access to Academic Support as scheduled and when needed. Our Academic Support teachers are available through their usual class schedule. Resource teachers will likewise follow their same schedule and continue to work with their students. As usual, all teachers will still be accessible through email for any student needing support. Students should ask questions and seek clarification using the online tools that we have provided.

In general, these services will be provided following these guidelines:

- **Special Education:** Special education staff will continue to offer services based on the individual needs of students. Service delivery may include remote learning, instructional work packets, instructional telephone calls with students, consults to caregivers, and other curriculum-based instructional activities and resources.
- **Section 504 Plans:** Classroom teachers will continue to follow student Section 504 plans as they typically would in the physical classroom. However, it is important for all students and teachers to be flexible in their approach and methods during this period of time.

Breakfast and Lunch:

The Food Service Department will be providing grab-n-go breakfast and lunch for all students in the community at no charge. Pick up will be available 9:00am-noon at the BHS main entrance. Please complete the [Food Service Meal Order Form](#) to participate. Deadline for pre-ordering is 2:00 PM the previous day. Pre-ordering is required in order to ensure we prepare enough meals. This service will start Tuesday, March 17. Please direct questions to Emily Murphy at murphye@sau25.net.

Other School Activities:

During remote learning, all student activities are suspended, including athletics.

Academic Integrity:

During this time, students may not be present in the physical classroom, but it is vital to maintain academic honesty and integrity in the educational environment. It is important that all student work is a true reflection of a student's ability and progress toward competency and we would encourage students to work independently or collaboratively as appropriate for a particular subject or assignment.

One Final Note:

Teens are social creatures. Parents, please encourage your students to avoid social gatherings. Our efforts to flatten the curve and mitigate the spread of COVID-19 by closing schools can be amplified if the students self-enforce social distancing and practice recommended self-quarantine measures as much as possible.