



## ***Littleton High School***

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*Principal*

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April 3, 2020

Dear Littleton Students, Parents, & Families:

I hope you are staying safe and healthy amid this public health crisis and school closure. We are all in this together and we understand how challenging this time is for everyone as we stay home and practice safe *social distancing*. We also are grateful for your flexibility as we make adjustments with the evolving news about the global pandemic.

I write to share additional information about our next phase of Remote Learning for Littleton High School that launches on April 6, 2020. In this next phase, we will sustain and reinforce connections, strengthen support and guidance for students and educators, and provide more specific direction and structure for learning experiences.

Here are some key points for the next phase of LHS Remote Learning beginning April 6, 2020:

- The remote learning model has a weekly plan with a suggested schedule for students that helps to provide structure in the completion of assignments.
- Teachers will provide the week's lessons/assignments by the time of the first scheduled mod of the week on Monday or Tuesday.
- Specific course content will be provided each week with due dates.
- The first week of this remote learning plan will focus on the review of material around the time of the school closure on March 12. Following this week, teachers may present new content and will continue to reinforce essential skills and knowledge.
- To reduce screen time, students will also have "offline" or "non-screen time" assignments to complete.

- Staff and students will be able to maintain connections and communication with students via email, google classroom, google meet, flipgrid, and/or other approved platforms.
- Specific rules and guidelines for Google classroom/meetings will be shared and reviewed.
- Schoolwork/assignments are no longer optional and are now expected to be completed and submitted for review, feedback, and credit.
- Terms 3 and 4 will now be combined into a Semester Two Grade based upon course completion and participation. Students will receive credit or no credit grades in June 2020 that are similar to pass/fail or satisfactory/unsatisfactory grades used at colleges and universities during this crisis.
- Email will continue to be a primary means of communication. All students and families are asked to check their email routinely.
- **Office Hours:** Each subject area/department teacher (depending upon availability) will meet with students for one hour on Wednesday. Teachers will host an additional two hours per week (dates to be determined) to meet with students individually and/or groups. **Teachers will arrange and communicate the date and time for their specific office hours.** Please see the schedule below for proposed department office hours on Wednesday.
 

|  |                                 |
|--|---------------------------------|
| ● Art and Music: 1:00-2:00 p.m.          | Math: 10:00-11:00 a.m.          |
| ● ELA: 2:00-3:00 p.m.                    | Science: 11:00-12:00 p.m.       |
| ● Health and Wellness: 12:00-1:00 p.m.   | World Language: 9:00-10:00 a.m. |
| ● History/Social Science: 1:00-3:00 p.m. | Special Education: TBD          |
| ● ELL: 8:20-9:00 a.m.                    |                                 |

### Expectations for Students

- Students are expected to fully participate and complete class activities and assignments.
- While students have a suggested schedule below that assists with structure and schoolwork completion, students can complete assignments at any time during the day. They will have a window of time (at least a week between class meeting times) to complete assignments and submit for educator review and feedback.
- Students will email/post assignments according to the directions of the educator.
- Students will receive feedback for assignments and not traditional class grades at this time.
- As they typically do, students should review their assignments and create a schedule that helps them manage their schoolwork and complete assignments by the due date.
- All rules as outlined in the Student Handbooks apply to remote learning and online participation. All aspects of the Responsible Use of Technology Policy apply to remote learning and online participation. Please review these two documents carefully.

**Suggested Weekly schedule for LHS students to complete assignments**

| <b>Day →<br/>Time ↓</b> | <b>Monday/<br/>Blue Day</b> | <b>Tuesday/<br/>Gold Day</b> | <b>Wednesday/<br/>Tiger Day</b>  | <b>Thursday/<br/>Blue Day</b> | <b>Friday/<br/>Gold Day</b> |
|-------------------------|-----------------------------|------------------------------|--|-------------------------------|-----------------------------|
| 9:00-9:45               | <b>A</b>                    | E                            | Time for Office Hours  | <b>A</b>                      | E                           |
| 10:00-10:45             | <b>B</b>                    | F                            | Time for students to complete assignments, independent projects, and reading<br><br>Available flex time for Advisories to stay connected<br><br>Each subject area/department teacher (depending upon availability) will meet with students for one hour on Wednesday | <b>B</b>                      | F                           |
| 11:00-11:45             | <b>C</b>                    | G                            |  | <b>C</b>                      | G                           |
| 12:00-12:45             | <b>D</b>                    |                              |  | <b>D</b>                      |                             |
|                         |                             |                              |  |                               |                             |

Please know that we are here for you, and feel welcome to contact us. We are in this together, and we will get through this together!

Be well and stay safe.

*-Dr. Harrington, Principal, and Mr. Comeau, Assistant Principal*