



Bolton Distance Learning (BDL) **What BHS Students Need to Know**

What should I expect from my teachers?

Students are expected to spend approximately 30-45 minutes per subject/class for the “in-class” portion of the BDL day. Each class will look slightly different but here is an outline of what to expect:

- 1) While Bolton Distance Learning (BDL) is in place, teachers will create online resources, assignments and assessments that support the curriculum for their classes.
- 2) All teachers will utilize Google Classroom as a launching pad. Google Classroom is the place to be connected to all necessary information for each course.
- 3) Clear expectations for student daily/weekly work will be outlined for students and parents on Google Classroom, including due dates.
- 4) Teachers will post daily by 9:00 AM information about the current content, assignments, assessments, and/or related skills. Teachers will generally be available to students electronically between 9:00 AM-3:00 PM Monday-Friday. This does not mean that the teacher is online continuously. However, email and other means of electronic communication with students and parents will be checked regularly during those times Monday through Friday
- 5) Teachers will check throughout the day to see if students have posted work or have asked questions. Teachers will reply to student questions no later than 24 hours during the school week.
- 6) Teachers will provide feedback to students that support current assignments, at a minimum twice weekly.
- 7) Teachers will enter a new gradebook entry at least twice weekly. This may be a formative, quick “check in”, and/or summative.
- 8) Teachers will check their school email and voicemail daily and respond to all inquiries from students, parents, teachers, staff, and administrators within 24 hours during the school week.
- 9) Participation in class will be tracked by your teachers and will be used to determine class “attendance.” Indications of participation may include electronic interactions, submission of work, or any other indication that you have participated in the lesson/assignment for the day. Attendance will be recorded in PowerSchool on Tuesdays and Thursdays. Students who are absent will be responsible for completing the required daily work on their own time as they would in any other situation in which they may have been absent from school.

This is new to many teachers, so please be patient

How do I access class resources?

- Sign into your school Google account to access the resources for your classes.
 - If using a Chromebook, you will sign into the Chromebook with your school credentials.
 - If using a desktop or mobile device, open Google Chrome then sign in with your school credentials.
- Once signed into a Chromebook or Google Chrome, go to classroom.google.com to access your classes.
- You should **turn on notifications for Google Classroom** if using your phone.

How do I get additional info I may need?

- The district website, www.boltonpublicschools.com, will provide updates regarding our closing.
- Join the Google Classroom for your grade!
 - Grade 9 - ptr06cv
 - Grade 10 - oemdf2q
 - Grade 11 - z72udkt
 - Grade 12 - uta2pl3
- All BHS students have an email address through the school. You will need to check your school email account **every day** for possible information from your teachers and other adults about coursework, lessons, and/or content. As a reminder, here's how you can access your school email account:
 - Use any browser and type in Gmail.
 - Click on Gmail and log in using your school email. This is the email you use to sign into a Chromebook or school Google account.

A few reminders and tips:

- Reach out to your teachers with any questions/concerns/difficulties you may be having so that they can help you. Just because you are not seeing them face to face everyday doesn't mean that they are not there to help you!
- Have a daily routine and stick to it. Be sure your routine includes breaks, time to be active, and time to eat lunch. See the sample daily routine below but note that your schedule will look different depending upon your family dynamics and your personal learning needs.
- Distance learning is not the same as completing summer assignments! You can't simply leave all of your assignments until the few days before school starts again. Stay on top of your work and adhere to all due dates posted.
- Have a learning space. Use this space when it's time to learn and be sure that it includes what you need to learn such as a computer/iPad/Chromebook, paper, pencils/pens, calculator, textbooks, notebooks, etc. Try to avoid a space in front of the television!

- When using your learning space, eliminate distractions by turning social media notifications OFF. You'll be more efficient with your time and achieve better results.
- As a quick reminder, when you're online, be sure to follow the BPS Technology Acceptable Use Policy and
 - Use respectful behavior and language.
 - Stick to appropriate topic discussions.
 - Send only appropriate video transmissions.
 - Use only appropriate icon, emoji, and avatar submissions.
 - Wear school appropriate clothing if you are attending meetings via video.
 - Be honest and do not plagiarize or copy others' work -- in other words, use academic integrity.
 - Not falsify information about yourself or impersonate others online.

Sample Daily Routine

- *07:30 AM - Get up, get dressed, eat breakfast, brush teeth, etc.*
- *08:30 AM - Organize learning space, turn on computer/device, log into Google*
- *09:00 AM - Review daily Google Classroom announcements from teacher(s) and get necessary learning materials (books, workbooks, etc.)*
- *09:15 AM - Engage in learning activities for your period A-D classes and work on necessary assignments for those classes.*
- *10:15 AM - Take quick stretch and nutrition break*
- *10:30 AM - Return to assignments, keep working, document learning*
- *11:45 AM - Check Google Classroom and school email for any additional announcements and email your teachers any questions you have*
- *12:00 PM - Lunch and movement (Take a walk. Dance. Do jumping jacks. Run. Follow an online workout routine. Just move!)*
- *12:45 PM - Engage in learning activities for your period E-H classes and work on necessary assignments for those classes.*
- *02:00 PM - Take a quick stretch/snack break*
- *02:15 PM - Return to assignments, keep working, document learning*
- *03:30 PM - Summarize your learning in whatever way your teacher(s) have requested, and submit your evidence/assignments online. Check Google Classroom and your school email one last time for the day.*