



BALTIMORE  
LEADERSHIP  
SCHOOL  
*for young women*

## Middle School Virtual Learning Schedule

Activity	Time Block	Minutes
<a href="#"><u>SEL Opener &amp; Attendance</u></a>	8:30 - 8:45	15 mins
<a href="#"><u>Period 1</u></a>	8:50 - 9:20	30 mins
<a href="#"><u>Period 2</u></a>	9:25 - 9:55	30 mins
<a href="#"><u>Period 3</u></a>	10:00 - 10:30	30 mins
<b>Break</b>	10:30-10:45	15 mins
<a href="#"><u>Period 4</u></a>	10:55 - 11:25	30 mins
<a href="#"><u>Period 5</u></a>	11:30 - 12:00	30 mins
<a href="#"><u>Period 6</u></a>	12:05 - 12:35	30 mins
<a href="#"><u>Office Hours / Coach Class</u></a> *Optional*	12:40 - 1:20	30 mins
<a href="#"><u>Optimistic Closure</u></a>	1:20 - 1:30	10 mins
Student Independent Work Time	1:30 - 3:30	120 mins

## [Virtual Learning Expectations](#)



BALTIMORE  
LEADERSHIP  
SCHOOL  
*for young women*

## High School Virtual Learning Schedule

Activity (Click the activity to join the Zoom)	Time Block	Minutes
<a href="#"><u>SEL Opener &amp; Attendance</u></a>	8:30 - 8:45	15 mins
<a href="#"><u>Period 1</u></a>	8:50 - 9:20	30 mins
<a href="#"><u>Period 2</u></a>	9:25 - 9:55	30 mins
<a href="#"><u>Period 3</u></a>	10:00 - 10:30	30 mins
<b>Break</b>	10:30-10:45	15 mins
<a href="#"><u>Period 4</u></a>	10:55 - 11:25	30 mins
<a href="#"><u>Period 5</u></a>	11:30 - 12:00	30 mins
<a href="#"><u>Period 6</u></a>	12:05 - 12:35	30 mins
<a href="#"><u>Office Hours / Coach Class</u></a> <b>*Optional*</b>	12:40 - 1:20	30 mins
<a href="#"><u>Optimistic Closure</u></a>	1:20 - 1:30	10 mins
<b>Student Independent Work Time</b>	<b>1:30 - 3:30</b>	<b>120 mins</b>

## [Virtual Learning Expectations](#)



## Virtual Learning Expectations

### What are the BLSYW Daily Expectations for Students?

- Attend and participate daily for either synchronous or asynchronous learning sessions. Students should be signed in by 8:28 am every morning awaiting teacher login promptly at 8:30 am to start SEL/Opener. Students signing in after 8:30 am may be marked late.
- All students must be in proper BLSYW uniform.
- To optimize engagement, students are asked to have cameras on during instruction.
- Properly care for technology and other learning materials provided by the school.
- Check daily communications in your assigned web-based platform. Google classroom will be utilized for instructional and specific classroom communications between the teacher and students/parents. These communications will include but not limited to: weekly learning objectives, assignments, homework, and instructional questions/concerns.
- LiveSchool will be utilized for positive behavior by teachers.
- In alignment with MSDE requirements and in support of student learning, City Schools requires that schools take attendance in Infinite Campus (IC) each day for students.
- Teachers will enter attendance directly into IC based on which students are present in a synchronous session, or they may use Zoom to generate a list of students present in the asynchronous learning session and then use this list to enter data into Infinite Campus.

### What will instruction look like?

- Your teacher may include videos, notes, & slide decks of materials to help you learn the content:
- Written assignments, online quizzes, reading, or other work to be completed independently, may be included.
- This may include live check-in via video or text chat during scheduled available times per class.
- Videos or screencasts may be posted of presentations, explanations, etc.
- Students may be asked to record themselves -- for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc. \*Video recordings of students are solely used for teacher instruction and feedback. Recordings of students will not be posted in a public forum without parent consent.
- You will be using features in Google classroom that you are familiar with such as modules, assignments, & quizzes. You will also have access to previously presented content to review as needed.
- In alignment with MSDE requirements, virtual learning days will not negatively impact a student's grade. Should a student be absent or have difficulty with connectivity and participation, schools will offer meaningful opportunities for students to make up work outside of the virtual learning day. Students should



be given a reasonable and clearly stated amount of time to complete the missed work as outlined in your make-up work guidance in your school's grading policy. Additionally, in alignment with Board of School Commissioners Policy IKA and IKA-RA, students should be allowed to resubmit any unsatisfactory work.

#### **What if I have technology issues?**

- For supports with technology platforms or accessing passwords please reach out to Mr. Jalil at: [hjalil@blsyw.org](mailto:hjalil@blsyw.org)
- To obtain new technology, internet issues, or issues with accessing grades online please contact Tech Support at <https://sites.google.com/bcps.k12.md.us/omit/>.

#### **What if I have Academic Concerns?**

- For academic concerns, parents and students should contact their child's classroom teacher via email. If a response is not given within 48 hrs, please reach out to the administration.  
Administrator for Grade 6 -Mrs. Shamel Carter- [scarter@blsyw.org](mailto:scarter@blsyw.org); Administrator for Grades 7/8- Dr. D. Bryant - [dbryant@blsyw.org](mailto:dbryant@blsyw.org); Administrator for High School- Erika Hall- [ehall@blsyw.org](mailto:ehall@blsyw.org)
- Special Education staff will continue to provide services for students to the best of their abilities through a virtual format. For support with Special Education, reach out to your child's case manager or your child's administrator. Students whose IEP requires additional support will receive support from a Special Education co-teacher in addition to instruction from their teacher.

#### **How do I reach the attendance secretary?**

- High School families, please reach out to our secretary Ms. Tona Williams- [twilliams01@blsyw.org](mailto:twilliams01@blsyw.org) if you need to communicate an attendance issue. Middle school families, please reach out to attendance coordinator, Yaniz Gaymon- [ygaymon@blsyw.org](mailto:ygaymon@blsyw.org).

#### **STUDENT ATTENDANCE**

- Students are expected to attend class every day, however, students will **not** be penalized for lack of technology or internet. We follow the same protocol that is in place as if we were in the school building. All absent communication such as doctor's notes, or sick notes need to be scanned to our secretary for documentation. If a scanner is unavailable, take a picture and forward it to the school secretary.
- Students need to complete learning activities for each class by the date identified by the teacher. If there is an extended research/project, there may be a daily check-in or reflection on progress.
- Classroom teachers will reach out to the student's parents/guardians who have been inactive for two days. If the teacher is unable to get a response or is unable to resolve the attendance issue, teachers will then report these individuals to the counselor for additional support. The Attendance Team will monitor those students who have been reported by the teacher as being inactive as well as implement additional supports.

#### **Other Non-Academic Concerns**



- Please feel free to reach out to our House Coordinators if you need to communicate any concerns related to student social and/or emotional wellness. Middle School House Coordinator: Mr. Joshua Jones -jjones5@blsyw.org; High School- Ms. D'Aria Couther- dcouther@blsyw.org & Mr. Ryan McLean-rmclean@blsyw.org.

#### How can parents support the BLSYW Virtual Learning Plan?

- Monitor students log on and assure students are completing course content.
- Homework may be assigned and will count towards student participation grade.
- Assure students log on for synchronous learning experiences and complete assigned assignments for asynchronous learning. Students may need additional support during asynchronous learning activities.
- Provide a decluttered quiet space for learning. Helps students keep their materials organized and ready for daily use.
- Assure proper care of technology and learning resources.
- Build positive relationships with school staff and have open communication with teachers to ensure students are supported in school and at home. Build a common language with staff so students see the connections as well as the matching expectations between home and school. Share concerns as needed.
- Review student work and when possible discuss content with children. Reach out to staff members and classroom teachers for additional information and support.
- Support student's adherence to all safety precautions, rules and policies.
- Help students develop a daily schedule that includes a balanced breakfast, lunch and snack throughout the day. Maintain a schedule that provides adequate rest.
- If needed, attend school informational meetings, parent conferences, and town halls, virtual community building events to gather as much information ensuring students stay in the know. Check the BCPS website for district updates regularly.