



Boys' Latin of Philadelphia  
Continuity of Education Plan for Students and Families  
April 3, 2020



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Dear Boys' Latin Students and Families:

*Faber est quisque fortunae suae* – Every man is the architect of his own fortune. This has been our maxim at Boys' Latin, and the words remain truer than ever. Even with the uncertainties surrounding COVID-19, we do not want our students to relinquish control of their destinies. Now more than ever is a time for them to have clear visions for their futures and the dedication and work ethic required to build toward that vision.

We know our efforts during the school closure cannot replicate the rich sense of community that we offer on our campuses, and distance learning in this time of global health uncertainty is impacted by many factors, including:

- Families' access to technology devices and internet
- Caregivers' ongoing ability to provide guidance, supervision, and support to students
- The health of students, families, and educators that may potentially directly affect members of our community

Still, we have developed the following plan to ensure that continuity of education is not lost during this time. While we know that much of the Boys' Latin experience will be missed during this closure, we are also confident that we can find ways to provide meaningful experiences and connections for our students. This plan – based on feedback from educators, experts, and government authorities – is intended to reduce student learning regression, provide new academic learning opportunities, and build a sense of community for students, even from afar. We will continue to depend on feedback from faculty, students, families and authorities to mitigate the negative impact of school closure on our students' educational progress.

We know that our shared goals of caring for the young men of Boys' Latin will require cooperation, goodwill, and patience. Please know that Boys' Latin is committed to supporting students in their continued learning. We believe that in partnership between the school and the home, we can continue to provide a world class educational experience that prepares our boys for success in college and beyond.

Ex Animo,

Noah Tennant

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### Technology Access for Students

We are committed to providing the technology tools necessary for distance learning success. Students may pick up school-issued Chromebooks on the following dates:

March 17, 2020	March 24, 2020	April 1, 2020
March 20, 2020	March 25, 2020	

Students and families are reminded to provide care to school-issued technology and safeguard it from harm. There is a limited supply. The technology hardware provided to students must remain in the home during school closure. Virtual technology support is available throughout this period of distance learning by email at [blaccountinfo@boyslatin.org](mailto:blaccountinfo@boyslatin.org) or by phone at 215-387-5149 ext. 221.

### Weekly Meals

Throughout this period of distance learning students or their family members may pick up weekly breakfasts and lunches from 8:00AM to 10:00AM on the below dates at their designated school site: Boys' Latin Middle School (344 N. Felton Street Philadelphia, PA 19139) or Boys' Latin High School (5501 Cedar Avenue Philadelphia, PA 19143).

March 17, 2020	April 20, 2020	May 18, 2020
March 23, 2020	April 27, 2020	May 26, 2020
March 30, 2020	May 4, 2020	June 1, 2020
April 14, 2020	May 11, 2020	

### Distance Learning Supports

We have implemented a distance learning plan to move forward with instruction while keeping our students, families, faculty, and staff safe. Our plan provides for planned instruction and enrichment and review opportunities. The following elements form the core of our organizational approach to supporting students' academic progress throughout distance learning.

#### Daily Learning Activities

Teachers will provide weekly sets of grade-level educational activities with course-specific content for students in grades 6-12. [Google Classroom](#) will be the forum for these lessons. Lessons for each subject area, including electives, will be provided.

	Work Posted	Work Due
<b>Monday</b>	Math, Science, Latin	
<b>Tuesday</b>	English, History, Electives	Math, Science, Latin
<b>Wednesday</b>	Math, Science, Latin	English, History, Electives
<b>Thursday</b>	English, History, Electives	Math, Science, Latin
<b>Friday</b>		English, History, Electives

Teachers will post 2 assignments per class per week to [Google Classroom](#) and at least 2 grades per week in [PowerSchool](#). Activities will reflect learning standards and class objectives. Resources and materials will include online reading, independent reading, learning applications, digital worksheets, synchronous and asynchronous video tutorials, and among others.

### Independent Reading

Boys' Latin strives to create a culture of literacy, born of research that points to reading being an effective means of improving student writing, analysis, and spelling skills. Students are expected to read independently for 1 hour per day. Please reference the *Continuity of Education: Independent Reading Online Resources* supplement for a list of online resources to be used for this requirement.

### Virtual Teacher Office Hours

Office hours are available to students daily. Students are encouraged to utilize these office hours to make continued progress in their studies. Office hours are posted on the [COVID-19 Plan](#) section of our website.

### Virtual Extracurricular Activities

Students will be required to participate in a minimum of 1 virtual extracurricular activity 1 time per week for 30 minutes. They will be given the opportunity to identify club preferences and assigned accordingly.

### Virtual Counseling

Academic goals cannot be reached unless students experience a feeling of emotional safety and wellness. Students are encouraged to lean on the support and counsel of our school social workers. Students or family members can contact their school social worker at the following email addresses:

High School Social Worker	Yolanda Morales	<a href="mailto:ymorales@boyslatin.org">ymorales@boyslatin.org</a>
Middle School Social Worker	Kenneth Bourne	<a href="mailto:kbourne@boyslatin.org">kbourne@boyslatin.org</a>

Upon being contacted, the social worker will be in touch to schedule a phone call, video chat, or Google Hangout, while adhering to privacy protocols that protect confidentiality.

### **Student Schedule**

Students will engage in 2-3 hours of online learning and 1 hour of independent reading per day. Students are also required to participate in a minimum of 1 virtual extracurricular activity 1 time per week for 30 minutes. Finally, students are reminded to utilize the supports in place during teacher office hours, while also prioritizing physical activity and wellness (ex. journaling, rest, mindfulness exercises, family time, yoga, writing, music, walking, etc.) Please reference the *Continuity of Education Plan: Sample Schedule* supplement for a sample schedule that can be modified to fit a family's needs.

### **Supplemental Distance Learning Supports**

During this period of distance learning, Individualized Education Plans (IEPs) and 504 plans will continue to be implemented to the greatest extent possible. Related services will continue to be provided via teletherapy with the exclusion of Occupational Therapy. We understand there may be challenges. The school will make its best efforts to ensure individual student progress is being made during this period of school closure. An IEP Team may agree to conduct IEP meetings through alternate means, including videoconferencing or conference telephone calls. During this time, IEP and 504 plan meetings will continue to be held virtually at mutually agreeable times.

Families will be contacted by their son’s case managers and special education teachers. The Boys’ Latin instructional support team will provide and accommodate assignments/activities based on specific goals and objectives. If students need specific support, families will be encouraged to contact the instructional support teacher that supports the grade level of your son. While Distance Learning is new to many, it will become easier to navigate moving forward. Administrators and teachers will be available to assist students and families with any questions or concerns that they may have.

There will be various methods of instruction/activities which teachers may utilize for student engagement during this time. These include but are not limited to:

- |                                                                                   |                                                                                                                                      |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Video read alouds via <a href="#">Zoom</a> , FaceTime or <a href="#">BombBomb</a> | Videos via email, SeeSaw, <a href="#">Google Classroom</a> , etc.                                                                    |
| Retelling with graphic organizer                                                  | Phone calls                                                                                                                          |
| Decoding and fluency practice                                                     | Learning websites such as <a href="#">Khan Academy</a> or <a href="#">MindPlay</a>                                                   |
| Speech/language activities                                                        | Learning applications                                                                                                                |
| Math fluency activities                                                           | Google Slides                                                                                                                        |
| Independent reading (read aloud via <a href="#">BookShare</a> )                   | Social emotional activities and assignments as well as possible direct contact via phone, FaceTime or Google Video with your student |

If a student attends another education facility setting in partnership with Boys’ Latin, the student’s school will contact families with communication on implementation of IEP and 504 plans. Families may contact their student’s school with questions or concerns regarding implementation of their student’s IEP.

Fairwold Academy	Donna Capers	<a href="mailto:dcapers@phmc.org">dcapers@phmc.org</a>
Pathway	Katie Purcell	<a href="mailto:kpurcell@pathwayschool.org">kpurcell@pathwayschool.org</a>
The GreenTree School	Dareema DeVose	<a href="mailto:ddevose@gts-s.org">ddevose@gts-s.org</a>
Martin Luther – Silver Spring	Adele Graffeo	<a href="mailto:AGraffeo@silver-springs.org">AGraffeo@silver-springs.org</a>
High Road School (Catapult)	Nicole Pruettt	<a href="mailto:Nicole.pruett@sischools.com">Nicole.pruett@sischools.com</a>

**Guidelines for Safety and Professionalism**

Students, families, faculty, and staff are required to:

1. Be mindful that others (student, instructor, family members) will likely see and hear what is occurring in your home, including clothing attire, conversations, and surroundings during school-related virtual sessions that involve two-way camera and audio usage. It is most optimal for students and teachers to position themselves with their backs to a blank wall.
2. Maintain separate sites and site access for professional and personal use. Students, faculty, and staff must use their school designated accounts.
3. Protect their private information. Check notifications settings, such as personal social media accounts or text messages, to prevent personal notifications from displaying on the screen during live sessions for others to see.
4. Work in an area that is designated for schoolwork to avoid personal items from impeding focus.

5. Be mindful of the tabs and windows which may be open on their screens. It will be necessary to avoid screen jumping from school-related materials to personal social media or other sites.
6. Maintain the confidentiality of others. Assume that all individuals participating AND the people in their respective homes can hear and see others. An individual student's academic records, behavioral records, or other personal records should not be discussed in that group setting.
7. Maintain professional boundaries. When on camera, all parties should be mindful of what others can see. Dress should be business casual or business formal. Technology used for communication must be connected to one's Boys' Latin email address and not a personal email address.

### **Student Attendance**

Attendance will be taken on a daily basis via a Google Form. The form will be emailed directly to students every school day by 8:00AM. Students must complete the form by 12:00PM (noon). Students who do not complete the form by 12:00PM (noon) will be marked absent. Families of absent students will receive a call from the school by 5:00PM on the day their student was absent. If a student's absence persists, additional measures will be taken in line with the Code of Conduct.

If your child is sick, report their absence by contacting our Director of Enrollment, Janet Ortiz-Cosby, at [jcosby@boyslatin.org](mailto:jcosby@boyslatin.org).

### **Code of Conduct**

The *Boys' Latin High School Code of Conduct* and the *Boys' Latin Middle School Official Rules of Conduct*, as outlined in the respective student handbooks, apply during this period of distance learning. Student Handbooks are available on the For Students section of our website. If students and families have concerns with electronic harassment, cyber-bullying or bullying, they are encouraged to email the below school administrators and make use of the Safe2SaySomething program for anonymous reporting. A special reminder that students should submit creative and original work, not copy or share assignments. Plagiarism is a serious violation of the school's respective codes of conduct.

High School Assistant Principal	Ian Doreian	<a href="mailto:idoreian@boyslatin.org">idoreian@boyslatin.org</a>
High School Dean of Students	Christina Cho	<a href="mailto:ccho@boyslatin.org">ccho@boyslatin.org</a>
Middle School Dean of Students	Badiyah Lewis	<a href="mailto:blewis@boyslatin.org">blewis@boyslatin.org</a>

### **Grading**

Students will be graded on their schoolwork throughout this period of distance learning. Students are required to complete every assignment, and failure to do so will result in a failing grade on their report card for Trimester 3. Please note, however, that the weighting of schoolwork during distance learning will be constructed to provide students with every opportunity to improve their academic standing with limited bearing on their year-long grade. Grades will continue to be available in [PowerSchool](#).

## **Graduation Requirements: Class of 2020**

Members of the Class of 2020 are accountable for all Boys' Latin graduation requirements, however:

1. Students are no longer required to earn the same level of Student Activity Credits given their inability to participate in athletics and Leadership Academy offerings during Trimester 3.
2. Students are no longer required (or permitted) to do the internship portion of their Senior Project. Their research paper and presentation are still required.

## **College Advising**

### Seniors

Seniors are reminded to take the essential steps necessary as they prepare for the transition to college. Heidi Bonner, Director of College Advising, is available to offer continued guidance and support. She can be reached at [hbonner@boyslatin.org](mailto:hbonner@boyslatin.org) or 215.983.1859. Please reference the *Continuity of Education Plan: College Advising for Seniors* supplement for a complete list of expectations for current seniors.

### Juniors

The college advising team continues to work with juniors to ensure that they take the necessary steps to be ready to apply to college in Fall 2020. Juniors will be assigned specific college-related activities through their SCOIR accounts in the coming weeks, and each junior is expected to participate in a virtual one-on-one meeting or phone call with Mrs. Bonner or Ms. Tedesco before the end of the school year. Juniors should look for further communication regarding this requirement from Mrs. Bonner.

## **Progress Reports**

Progress Report notifications will be shared at a date to be determined.

## **Academic Calendar**

The final day for seniors is May 28, 2020. The final day for students in grades 6-11 is June 5, 2020.

## **Final Exams**

Boys' Latin will not administer final exams. Some teachers may implement capstone or summative assessments as part of the Trimester 3 grade.

## **Programs/Events Cancelled or Postponed**

While our instructional endeavors during this period of distance learning are designed to create opportunities for togetherness and connection, we lament the potential loss of many rites of passage unique to the Boys' Latin educational experience should we experience long-term closure.

### Athletics

Spring athletics will be cancelled if schools remain closed for the remainder of the school year. Our Athletic Director, Joe Dunn, is working to provide other play opportunities, including but not limited to:

- The lacrosse team will miss out on the opportunity to defend their championships, but a summer tournament may be hosted by the City of Philadelphia.
- The crew team will look to incorporate a fall season in late 2020.
- The baseball team members will have opportunities for summer league play.



### Summer Partnerships

Our partnerships with supporting organizations are important elements of the Boys' Latin educational experience. While some partners are uncertain of the status of their summer programming, others are still accepting applications. Students in grade 11 who are interested in applying to Boys State (June 21, 2020 at Shippensburg University) and students in grades 9-11 who are interested in applying to North Carolina Outward Bound (varied dates in July and August 2020) should contact Mr. Doreian at [idoreian@boyslatin.org](mailto:idoreian@boyslatin.org). We will notify all families as additional determinations are made by these and other partner organizations.

### Senior Internship

Seniors will not participate in internships this year. As a matter of safety, students are not permitted to travel to and work within professional settings outside of the home or, if school reopens, outside of the school.

### Senior Trip

The senior trip will not run this school year. All previously paid fees and dues for the senior trip will be reimbursed.

### Mother/Son Dinner

The Mother/Son Dinner, intended to honor the mother figures in the lives of our middle school students, will not be held this year.

### SATs

The May SAT has been cancelled by the College Board. The College Board is permitting students to register for the June SAT, but Boys' Latin is not a testing site. Furthermore, there is a possibility the June SAT administration will be cancelled. Boys' Latin students are encouraged to register for the August 29, 2020 SAT administration as soon as registration opens for that date.

### Senior Prom

The Boys' Latin Senior Prom is scheduled for May 28, 2020. If social distancing requirements are still in place, the Senior Prom will be cancelled. All previously paid fees for the senior prom will be reimbursed.

### Middle School Promotion Ceremony

The Middle School Promotion Ceremony is scheduled for June 5, 2020. If social distancing requirements are still in place, we will host a virtual recognition of students made accessible to all families.

### High School Commencement Ceremony

The High School Commencement Ceremony is scheduled for 4:00PM on June 16, 2020 at the Annenberg Theater. If social distancing requirements are still in place at that time, we will host a Commencement Ceremony on Friday, August 7, 2020 at 6:00PM at the Boys' Latin High School field (Rain Date TBD).