



**Kenmore-Town of Tonawanda
Union Free School District**

Benjamin Franklin Middle School

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Greetings Franklin Middle School families,

I hope this letter finds your families and loved ones healthy and safe. We are truly in unprecedented times! As of April 6, 2020 we are entering our 4th marking period and want to take a moment to review our learning expectations for students.

- In accordance with the requirements set forth by the New York State Department of Education, students are expected to be provided with continuity of instruction. Therefore, students are expected to check-in to their classes according to the schedule provided by your team teachers.
- Our students will be assessed for the 4th marking period in each subject. Students will not receive number grades during the extended closure. Instead, all assignments will be assessed in the following ways:
 - All Assignments:
 - 'P' = Pass (Teacher to include a comment: Exceeds Expectations, Met Expectations)
 - 'I' = Incomplete (with an opportunity to make up work)
 - 4th Quarter & End of Year Grade:
 - 'P' = Pass (Teacher will include one of the following comments: Exceeds Expectations, Met Expectations, Incomplete Work)
- Our teachers will use flexibility in assessing student performance.
- The majority of work for each subject will be provided weekly by the teacher, with timeframes for completion.
- In most cases, the work for each class will be a posted activity. Some teachers may choose to use a portion of their time in a live audio/screen sharing only environment.
- Teachers are available via email or open office hours. Contact information for all teachers is on our website.
- **Attendance: Teachers will keep record of students participating in their class.**
- Each subject's learning will likely look different. You should not expect each subject to be the same. Each home learning subject will be designed by the individual teacher.
- The Code of Conduct remains in effect. We expect students to model proper digital citizenship when connecting with peers and teachers.

We educate, prepare and inspire all students to achieve their highest potential.

Technology Support:

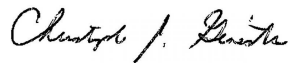
Ken-Ton uses a Single Sign-on program called CLEVER. Clever brings most of our applications into one secure portal with a Single Sign-on for everyone in the district. Once signed in, you may access Google Classroom, or other applications to interact with your teacher and learning.

Need help? Below are links to help guide you.

- **Clever Directions:** <https://www.ktufsd.org/Page/18950>
- Still need help? Please contact our Technology Help Desk at:
- **716-871-2050** or **Tech_Support@ktufsd.org**
- **Tech Support information:** <https://www.ktufsd.org/Page/18951>

We ask that you focus primarily on the safety and health of your family during the remote learning period. We are in unprecedented times and are aware that many families are facing grave difficulties. Please feel free to email me your child's counselor if you need any assistance with anything that we can possibly help you with. Please remain safe!

Sincerely,



Christopher J. Ginestre
Principal
Franklin Middle School

See at Home Learning Tips on reverse side.

Student Tips for Success and Guidelines for Home Learning

- **Appropriate Home Learning Conduct**
 - In every instance, teachers and students should interact in ways that are transparent. This means that use of texting or social media are prohibited. All communication should be done using Google Classroom or other teacher-directed applications. Remember, taking pictures and videos of other people without their consent is never allowed and will be met with consequences.
- **Set a space for class time**
 - Fight the temptation to complete class work on your bed. As a best practice, it is always recommended to complete work elsewhere, but as we move to a full home learning experience, it becomes even more important to designate a particular space for class work. The kitchen table, a quiet corner, even a desk chair on the other side of your room can work; the object is to clearly define spaces to be used for work and spaces used for rest. Blurring the lines between the two may lead to a decrease in focus and inability to fully relax.
- **Have a routine**
 - Proper routine is an excellent way to signal to your brain and body that work is about to be done. While away from the physical classroom space, putting on clean clothes for the school day signals to your brain and body that the next few hours will be spent working, even if you are still at home.
- **Be present to your class work**
 - We have created a structure to help you manage your day and class work from home. Unlike an in-person class, there is little keeping you away from playing video games, watching movies, texting with friends, checking social media, walking away from your desk. Home learning is the learning process. Likewise, students trust their teachers to provide the same quality and resources due in any other learning environments.
- **Remove temptations**
 - No one is going to tell you to put your phone away or to stay on task. Once you have made the decision to be present to your class work, take a realistic look at what may tempt your attention away from the task. Leave your phone in a different room, keep your school device in “do not disturb” mode,” designate two different “desktops” - one for school work and one for social media, games, etc. In between

class work, check your messages, play a quick game, get up and move, grab a snack, check-in with a friend - do what is needed to recharge and reset for the next class.

- **Stay active**

- Sitting around all day is never a good idea. While heading to the gym, the mall, to the park with friends is not feasible, staying active is still an important part of self-care and the learning process. Instead of focusing on what you can't do, consider what you can. Do you have home exercise equipment? Can you check out fitness videos online? Can you run around your neighborhood?

- **Call your friends**

- Who do you hang out with at lunch? After school? During a free period? Consider Google Hangout or Facetime to check in with friends. If you are in a situation where you are unable to see each other or spend physical time with them, it's worth it to check in and unwind with friends.

- **You will succeed!**

- These are unprecedented times, but rest assured, as a Ken-Ton student, you have the talent, the tools, the support of your family and teachers to succeed. Reach out for help and stay on task. We look forward to seeing you soon!