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**Subject:** IMPORTANT: Student Tracker Form to send to Teachers...

A (1)

Principal Colleagues;

Greetings. I hope you are all staying well and healthy!

In order for the District and your individual schools to keep track of all of our students, and develop proper and necessary reporting during this time of pandemic closure... the district has implemented a **Student Tracker Form** which provides a way for teachers to capture information regarding student contact on a weekly basis. The survey can be accessed via the following link: <http://buffaloschools.org/weeklysurvey>. This form should be completed by close of business Tuesday of each week (reporting the prior week). ☆

#### Directions for Teachers:

Upon accessing the form, all students assigned to your roster (based on your user ID) will populate with a default indicator of "Contacted". Select the grade(s) and subject(s) you teach and select your school from the School drop down field. Enter the week ending date which will be Friday of the previous week. Note: "Number of students I Teach" and "Number of Students Contacted this Week" will auto-populate based on number of students on roster.

For any students NOT contacted, de-select the contacted box. Additional fields will appear requesting information related to number of contact attempts, end result, and contact method. Repeat this process for each student you were unable to contact. You will notice that "Number of Students Contacted this Week" will decrease based on every student selected as not contacted. Upon completion of identifying students not contact, click Submit Survey.

Detailed instructions are found in the attached PDF and via the link at the top of the student tracker form. Please send this information to your teachers so they are able to complete the form.

We appreciate the feedback received from both Principals and teachers in the development of this form. Please let your Associate Superintendent know if you have any questions. I believe this will be discussed during your weekly Principal meetings with your Associate Supt. for School Leadership.

Thanks in advance for sending this information to your teachers. - DJBH

Educationally yours;

Darren J. Brown-Hall, Ed.D.  
Chief of Staff / District Clerk  
Buffalo Public Schools  
Rm. 702 City Hall  
Desk: (716) 816-3391  
Fax: (716) 851-3882  
Cell: (716) 253-3932  
[dbrown@buffaloschools.org](mailto:dbrown@buffaloschools.org)

**"Putting Children and Families First to Ensure HIGH Academic Achievement for ALL"**



**BUFFALO**  
PUBLIC SCHOOLS

## Teacher Weekly Survey Guide

1. Navigate to: <http://buffaloschools.org/weeklysurvey>.
2. Your name should auto-populate based on your Active Directory login credentials
3. Select your location from the "School:" dropdown

School:

4. Select the "Week Ending" date from the calendar button.
5. Next fill in the "Grade" and "Subject" areas. If there is no specific Subject area applicable, please select "N/A".
6. You will see your "Total Number of Students I Teach" and "Number of Students Contacted This Week" fields filled.
7. You will see your list of students below. Students are marked as CONTACTED by default.
  - a) If you have NOT CONTACTED a student, UNCHECK the "Contacted" checkbox.
  - b) Enter the "# of Attempts Made" for that student.

A(3)

- c) Select the "Attempted Contact Method" for that student. Multiple choices can be selected.
  - d) Select "End Result" of the contact attempts. Multiple choices can be selected, and you may enter an end result in the open text field.
8. If adding additional students is required: Click the "Add Student" button, fill in students 900# and name, then repeat steps 7b through 7d.

 Add Student

9. Finally, click the "Submit Survey" button to submit your data.
10. Once submitted you will get a notification on screen that the form is closed. That means the data has been submitted successfully.

*The form has been closed.*

A(4)

**Subject:** Fwd: IMPORTANT: Student Tracker Form to send to Teachers...  
**Date:** 5/6/2020 11:30:22 AM Eastern Standard Time  
**From:** rpordum@aol.com  
**To:** btfnyp@aol.com, matthew.kibler@nysut.org, jenna.burke@nysut.org, robert.mueller@nysut.org, josephmontante@yahoo.com

I am not sure if the other email went through

-----Original Message-----

To: rpordum@aol.com  
Sent: Tue, May 5, 2020 9:00 pm  
Subject: Fwd: FW: IMPORTANT: Student Tracker Form to send to Teachers...

Date: Tuesday, May 5, 2020  
Subject: FW: IMPORTANT: Student Tracker Form to send to Teachers...

**From:** Piccirillo, Lynn <LPiccirillo@buffaloschools.org>  
**Sent:** Tuesday, May 5, 2020 8:35 PM  
**To:** School 045 <school045@buffaloschools.org>  
**Subject:** Fw: IMPORTANT: Student Tracker Form to send to Teachers...

Greetings,

I just received this today. We will need to start recording from last Tuesday (4/28) to today (5/5). However, this week's survey is due Friday, May 8th. Then moving forward the surveys will be completed by the close of business on Tuesdays.

If you have any questions or concerns please let me know.

Thank you.

Have a wonderful day!

Lynn Piccirillo  
Principal  
The International School #45  
141 Hoyt Street  
Buffalo, New York 14213

phone: 716-816-3300  
fax: 716-888-7074

**From:** Brown, Darren <DBrown@buffaloschools.org>  
**Sent:** Tuesday, May 5, 2020 5:19 PM  
**To:** Principals - Elementary <BuffaloElementaryPrincipals@buffaloschools.org>; Principals - Secondary <BuffaloSecondaryPrincipals@buffaloschools.org>  
**Cc:** Assistant Principals - All <BPSAllAsstPrincipals@buffaloschools.org>; Wright, Casandra <CWright@buffaloschools.org>;



Dr. Kriner Cash, Superintendent of Schools

**BUFFALO PUBLIC SCHOOLS**  
**Roosevelt Early Childhood Center PS#65**

249 Skillen Street  
Buffalo, New York 14207  
Phone: (716) 816-3430  
Fax: (716) 871-6031

Michelle Hope-Barnes, Principal  
Amy Chavez, Assistant Principal

What!?

School 65

## Extended Closure Plan for Teachers:

- At a minimum of 2 (twice) per week (10 - 12 minutes): ✕
  - Virtual Learners - a video recorded, or voice recorded lesson should be provided ✕  
to the students introducing new content to students; there should be one  
ELA/one Math. Coordinate with your team which days these lessons would be  
carried out with your students. This can be on whatever platform you choose.  
Or, find a lesson through the resources that you have been provided introducing  
this new content. The first is highly recommended so that your students get  
to see YOU!
  - Non-Virtual Learners - At a minimum of 2 (twice) per week (10 - 12 ✕  
minutes), - lesson that support non-virtual learners - should be provided to the  
students introducing new content to students; there should be one ELA/one  
Math. Coordinate with your team which days these lessons would be carried out  
with your students.
- RTI - submit plans to address students in your RTI groups.
- Complete the District Student Tracker each week.
- How are modifications being It would be good to have a class meeting with your ✕  
students at least once per week, if possible.



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Dr. Kriner Cash, Superintendent of Schools

- 
- *Keep a record of the students that you have engaged with on a weekly basis. Refer students to SST who demonstrate the need for social emotional support.*
  - *Create a structured/organized learning schedule or template for your students on a weekly/biweekly basis so that your students and families are not overwhelmed with content materials. This would be similar to "substitute plans." It does not need to be detailed.*
  - *Select 3 students that you have had contact with and may have provided some feedback to. Clip this and turn it in with your schedule/plan for the following week. Provide a small summary of the photo or the work that you included.*
  - *Materials will be submitted to Schoology each week (by Monday @10am). Please submit the following:*
    - *Learning schedule for the week (upcoming)*
    - *Lesson plan summary for new content aligned to pacing (upcoming) - Reflect differentiation to meet needs of students*
    - *Classroom meeting - who attended/who did not ? Topic/discussion blurb (previous)*
    - *Summary of who you connected with this week /update log (previous)*
  - *Questions, concerns regarding social-emotional well-being, etc., should be shared with administration. If there are any teacher/union issues, please contact Ms. Peart and*



Dr. Kriner Cash, *Superintendent of Schools*

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*Michelle Hope-Barnes, Principal*

*Amy Chavez, Assistant Principal*

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*members of the building committee so that we can work together to meet the needs of our students.*

- *SST expectations- keep a log of phone calls, visits- turn in as well. Turn in what you turn into the department.*
- *Sped teachers- should be documenting how they are working toward meeting students' IEP goals through virtual /non-virtual learning- possibly providing graphic organizers, additional modeling examples from YouTube, eureka videos, etc.*
- *ENCORE teachers - follow the same expectations as the grade level teachers would (see above). Select 2 (two) grade levels that you would service in one week to provide lessons for. You will need to coordinate with the grade level team so that you are also a part of the schedule.*



Science Is Only The Beginning

Dr. Charles R. Drew Science Magnet, BPS#59  
 Grades 3-8: 1 MLK Park - 716-816-3370  
 Grades PK-2: 50 A Street - 716-816-4120  
 Buffalo, New York 14211

C (1)



Dr. Mirlene Dere  
 Principal

School

Mr. Mark Shoemaker  
 Assistant Principal

Another one. //

Mr. Derek Swader  
 Assistant Principal

May 5, 2020

### Extended Closure Plan for Teachers:

- What is student engagement to virtual learning? What task had to be successfully completed; Is it completion of a sheet of paper (pictures taken and sent through DoJo or phone), effort or participation on a class through Lifesize, Zoom, or another method in the District document attendance in class. Please reference the BPS Instructional Guide that Anne Botticelli sent for additional information.
- At a minimum of 2 (twice) per week (10 – 12 minutes), a video recorded, or voice recorded lesson ✓  
should be provided to the students introducing new content. In non-departmental grades, there should be one ELA/one Math. In departmental grades, there would be two lessons for your class each week. Coordinate with your team which days these lessons would be carried out with your students. This can be on whatever platform you choose. Or, find a lesson through the resources that you have been provided introducing this new content. The first is highly recommended so that your students get to see YOU!
- It would be good to have a class meeting with your students at least once per week, if possible.
- Keep a record of the students that you have engaged with on a weekly basis in Infinite Campus (Please update Infinite Campus parent-teacher correspondences for attempted contacts and Google document for students that you have not been able to contact). Make notes in the School-wide Data Spreadsheet, so that we continue to pass along this information from year to year. Follow the coding that was provided so that the indicators are correct.
- Create a structured/organized learning schedule or template for your students on a weekly/biweekly basis so that your students and families are not overwhelmed with content materials. This would be similar to “substitute plans.” It does not need to be detailed.
- Select three students that you have had contact with and may have provided some feedback to. Clip this and turn it in with your schedule/plan for the following week. Provide a small summary of the photo or the work that you included.





*Science Is Only The Beginning*

Dr. Charles R. Drew Science Magnet, BPS#59  
Grades 3-8: 1 MLK Park - 716-816-3370  
Grades PK-2: 50 A Street - 716-816-4120  
Buffalo, New York 14211

C(2)



**Dr. Mirlene Dere**  
Principal

**Mr. Mark Shoemaker**  
Assistant Principal

**Mr. Derek Swader**  
Assistant Principal

- **Materials will be submitted to Schoology each week (by Monday @10am). Please submit the following:**
  - Learning schedule for the week (attached to this email)
  - Lesson plan summary for new content (See BPS Instructional Guide)
  - Classroom meeting – who attended/who did not? Topic/discussion blurb (previous)
  - Summary of who you connected with this week /update spreadsheet with codes (previous)
- **Questions, concerns regarding social-emotional well-being, etc., should be filtered to the administrator below. If there are any teacher/union issues, please contact Mrs. Joyce or Mrs. Floriano, and members of the building committee so that we can work together to meet the needs of our students.**
- **SST expectations- keep a log of phone calls, visits- turn into Schoology as well. Turn in what you turn into the department.**
- **Sped teachers- should be documenting how they are working toward meeting students' IEP goals through remote learning- possibly providing graphic organizers, additional modeling examples from YouTube, eureka videos, etc.**
- **ENCORE teachers – follow the same expectations as the grade level teachers would. Select 2 (two) grade levels that you would service in one week to provide a video lesson for. You will need to coordinate with the grade level team so that you are also a part of the schedule.**
- **Speech – Teletherapy schedule and attendance log**

**Sierra Umhauer**

D

Lesson Plans

**From:**  
**Sent:** Wednesday, May 6, 2020 8:02 PM  
**To:** Sierra Umhauer  
**Subject:** Required Lesson Plans

H.B.

#76

Good evening,

We have received an email from our admin about new guidelines for virtual learning. We are now required to create lesson plans, below is part of the email. By asking us to do this is putting a huge amount of pressure on us. Is this against our contract?

1. Submitting lesson plans:

- ONE document where everyone enters his or her weekly lesson. On this document, please have:
  - Your daily lesson plan – include the Module number, objective, assignment with page numbers, assessment, and due dates.
  - Embedded links to Life Size meetings.
  - Hours of your Life size virtual instruction.
  - Add a row for Special Education interventions.
  - Add a row for ENL Stand-Alone lessons.
  - A Google doc is okay, but Office 365 is preferable.
  - Share with parents and me every Friday.
  - See 4th grade example, but note that some things need to be added.
  - Collaborate together.
  - No more Schoology posts. Let's streamline virtual learning.

Thank you,



# Buffalo Public Schools

School #48 @ MLK

487 High Street

Buffalo, NY 14211

Phone: 716.816.3240

Fax: 716.888.7014

Dr. Kriner Cash, Superintendent of Schools

Principal: Miguel A. Medina

Assistant Principal: Janet Correa-Longo

## TEACHER EXPECTATIONS DURING THE EXTENDED SCHOOL CLOSURE:

- Follow and implement the BPS Instructional Guidance Document.
- Check in with students via Schoology, Class DoJo or any platform that you have selected.
- Check student work progress and work completion using Clever.
- Create a weekly lesson plan to include all content areas and share with parents/caregivers via Schoology, Class DoJo or any platform that you have selected.
- Provide differentiated lessons.
- Create and post lessons and videos.
- Weekly document student contact and work submitted using the "Documentation Tool" provided by Administration.
- Every Tuesday complete the BPS Student Tracker.

### ENL:

- Collaborate with your co-teachers in the above mentioned.
- Provide ELLs and MLLs support.

### ENCORE:

- Follow procedures above in addition to coordinating and collaborating with HR teachers.

### SST:

- Support teachers
- Provide SEL materials, lessons and videos to students and teachers.
- Check in with Tier 2 and 3 Students.
- Provide Teletherapy when warranted.

### Grading Expectations:

- Monitor student progress using the "Document Tool".
- Use the "Documentation Tool" to inform and input grades into Infinite Campus.
- Adhere to the BPS Grading Guidance Document and IC Grading Input Procedures (utilize "School #48 Quick Reference Guide" in addition to Excel I, S, O worksheet example).

### Professional Development:

- Continue to attend as many professional development opportunities as possible to elevate professional capacity. Make sure to compile evidence of PD taken out of District.