Pahokee Elementary I.B. World School

Dr. Karen Pyfrom-Abrams

#Everyone is a Star

Distance Learning Guide (for parents)-FY21

ADMINISTRATIVE TEAM

Dr. Karen Pyfrom-Abrams, Principal

Latoya Rigsby, Assistant Principal

Mrs. Syrenthia Boldin-Baker, SSCC

Mrs. Sandra Vazquez, Confidential Secretary

ACADEMIC SUPPORT TEAM

Mrs. Donna Cohick, **ESOL Coordinator**

Mrs. Michelle Gallardo **- Certified Learning Facilitator**

Ms. Cathy Levy, **ESE Coordinator**

Ms. Cassandra Moreland, **IB Coordinator**

Mrs. Shacrea Pace, **SAI**

Sanquetta Cowan - Math Support and Marzano

Eureaka Baity - AVID

STUDENT SERVICES TEAM

Mrs. Alfredia McCloud, **School Counselor**

Mrs. Jolisa Castell, **Behavioral Health Professional**

Mrs. Janet Naranjo, **Behavioral Health Professional**

OFFICE STAFF

Data Processor, Albert Harper

School Treasurer, Leontye Mann

As You Prepare for Distance Learning

Adopt the Right Mindset

Remember the traditional brick and mortar school closure is temporary due to the COVID-19 Pandemic. During this virtual experience we will support each other to make the best of distance learning. There will also be new tools available in the teacher's toolbox.

Make a Plan for the Transition

Begin by carefully examining the Distance Learning Guide. Consider both family and professional obligations that need to be met.

Organize Your Digital Self

Make sure you have the internet available and a working Chromebook with a functional camera and sound.

Think About Adaptability

Think about how your home and work space will be adapted to the distance learning environment. Make sure you have a space that is conducive to learning and that your child is ready to work at the designated times.

Prepare for the Launch

Put the finishing touches on your work space and ensure;
- ➔ Your child/ren has their textbook and necessary school supplies prior to signing on to Google Classroom.
- ➔ You have checked the camera and speakers prior to instruction
- ➔ Your child/ren are able to sign on and can access the Google Classroom application (check prior to class time).
- ➔ The Chromebook has been charged and is ready for instruction.
- ➔ Students are in School uniform.

Please carefully review the following guidance pertaining to the Distance Learning program at Pahokee Elementary IB World School. Be certain to click on and review the information in the embedded links throughout this document.

Start Date for Distance Learning FY21

Distance learning officially begins for students on Monday, August 31, 2020. The students will follow the regular daily schedule as if they were attending regular brick and mortar school. School hours are 8:00 am - 2:30 pm. ***Teachers will provide parents with their office hours of availability.***

General Expectations

- Students are expected to be on Google Classroom daily no later than 8:00 am.
- All students will be expected to follow the daily schedule as established by the school.
- Daily agendas will be posted at the beginning of each day/class period. At least 30 minutes of the contractual day must be established for parents or students to meet virtually/communicate with the teacher.
- Students will have a minimum of 24 hours to complete any assignment.
- Assessments will be given and delivered following the District's Scope and Sequence and will be monitored by the teacher during class time.

Daily Instruction

- The Elementary School day will consist of **335** minutes of instruction. Again school hours are **8:00 am - 2:30 pm.**
- **ELA** - Teachers will instruct for 120 minutes per day with **30 minutes will be Live Recorded** Instruction which will include a Shared Reading and mini lesson
- 15 minutes will be for Independent Reading/Practice, and a 5 minute share out
- 40 minutes will be dedicated to small group rotations where students will practice their skills
- 30 minutes of writing within a Google Classroomt and/or small group instruction will be provided to students**.**
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- **MATH -** Teachers will instruct for 60 minutes per day. 25 minutes will be Live Recorded Instruction.
- 35 minutes will be utilized for student independent practice, small group differentiated instruction, hands on experience, and SuccessMaker.
- **Science -** Teachers will instruct for 30 minutes per day. 15 minutes will be Live Recorded Instruction.

- 15 minutes will be utilized for student independent practice, small group differentiated instruction and/or "hands on experiential learning.
- **Social Studies -** Teachers will instruct for 15 minutes per day. Teachers will Live Record Instruction twice per week.
- The remaining 3 days per week, Social Studies texts will be integrated into English Language when applicable.
- **Fine Arts - 1 Live session per day for 30-35 minutes. (Students are expected to participate daily)**

Video Recording of Instruction

All live instruction AFTER the first week of student attendance shall be recorded and maintained in Google Classroom until the end of the relevant marking period.

Meet The Teacher

Meet the Teacher will take place Friday, August 28th. Teachers will contact all parents prior to the event. At that time parents will be given the necessary codes in order to attend the event on Google Classroom.

Virtual Open House

Will be held on September 23rd. Teachers will contact all parents prior to the event. At that time parents will be given the necessary codes in order to attend the event on Google Classroom.

Working From Home Self-Care

Distance learning and the ongoing COVID-19 pandemic is certainly challenging for all of us. It is important to remember that we are a great support to one another. Pahokee Elementary IB World School will be offering several optional virtual social groups and gatherings during the distance learning. Also, take a few moments to view the Well-Being Board for some ideas on how to take care of yourself and manage stress during this time.

Lastly,consider adopting specific routines to enhance students and parents' productivity, happiness, and health while working from home. See the Working From Home Survival Guide infographic for several tips on working remotely.

Technology Support

Immediate tech-related support is available from Dorothy Abrams.
Contact Mrs. Abrams @ Dorothy.Abrams@palmbeachschools.org or you may contact the District Help Desk at (561) 242-4100 or *itservicedesk@palmbeachschools.org*.

Lunch

Students will be given a 30 minute lunch break daily. The lunch time will be provided by the teacher based on their schedule and grade level. When students leave for lunch, they are NOT to log off but mute their computers and return back to class on time after lunch.

Parent Contact

Teachers will contact parents when a student is not performing satisfactorily on the instructional activities or is not making adequate progress. All parent contact (or attempted contact) will be carefully documented on a call log or digitally. If a teacher is unable to reach a parent or student after reasonable attempts have been made, the teacher will provide the Principal with a written notification of the student's name; underlying concern/s; a call log of all prior attempted contacts including the person attempted to contact, phone number, time and dates.

Parent Conferences

Parent conferences will continue in the virtual environment. Teachers will be responsible for arranging virtual conferences as needed. Documentation is required for all conferences. Teachers will use the district's form PBSD 1051 Conference/Staffing Record for documenting parent conferences.

Universal Guidelines for Student Success

Teachers will establish and communicate clear rules and procedures for their Google Classroom.Teachers will also teach and remind students of the Online Learning Universal Guidelines. Address any minor infractions with the student and parent. Notify the student's grade level administrator or dean in the case of repetitive minor infractions or major misconduct. Lastly, teachers will remind students of the expectations for appropriate conduct outlined in the District's Student Code of Conduct still remain in effect during distance learning.

Students who alter, misappropriate, misuse, and /or abuse any recording of live instruction without the teacher's knowledge and permission may be subject to discipline in accordance with the Student Code of Conduct and Florida Statutes.

Teachers should also continually emphasize the importance of student digital citizenship. Please post the How Do You Use Your Netsmartz infographic in your Google Classrooms for tips on Internet safety.

Google Classroom Essentials

All teachers will create an intuitive Google Classroom that is easy for students to navigate and use. Teachers will name their Google Classroom in a "***name_subject_grade***" format (e.g., **Cowan_Math_4**). Teachers will include a Daily Agenda under the *Classwork* section of their Google Classroom in the description box prior to the start of class that will include the following:

➔ Label the assignment title in a clear manner (e.g., **Lesson 8-10-31**)
➔ State the learning goal(s) for students with Florida Standard(s) in the description box
➔ Communicate specific instructions for how to complete each activity in the description box
➔ Attach all activities and resources for the lesson to the assignment (e.g., Google Drive, links, files)

Teachers may not give parents access to Google Classroom due to privacy laws. Google Classroom does, however, generate email summaries to parents showing announcements, upcoming work, and missing assignments. Parents can learn more by visiting the Google Classroom for Parents resource drive. Additional information for parents regarding supporting their children during distance learning may also be found in the Family Preparedness for Distance Learning document.

Teachers are able to *MUTE Students in the Stream* within Google Classroom if students are posting unwanted comments.

Students can reference the Login to District Portal from Home-Video and Google Classroom Student Quick Guide for information on accessing the District Portal from home as well as using the important functions of Google Classroom.

Granting Access to a Teacher's Google Classroom
Parents or other family members will not be granted access to Google Classrooms due to privacy laws.

Live Instruction Via Google Classroom

We will follow our regular Masterboard schedule. Teacher facilitation of live instruction is required for every class period, every school day (See the daily instruction section). School-based and District training will be provided for teachers using various online tools to create a socially interactive learning experience for students.

Teachers are required to record Google Classroom live sessions and **must** inform students with the following statement *at the beginning of each session*: ***"This Google Classroom will be recorded."***

Feedback to Students

There are several methods for communicating with and providing feedback to students while engaging in distance learning: Google Classroom live sessions; Stream posts; Class Dojo mass emails to all students; direct comments on activities; private emails to individual students; or via direct text or call to students. Teachers may use Google Voice to call or text students as an alternative to sharing a personal phone number.

SEL in the Classroom

Social-emotional learning in the classroom is fundamental to student academic and life success. Teachers are strongly encouraged to ensure that students are given the necessary tools to deal effectively with their emotions, empathize with and nurture positive relationships with others, and foster a sense of self-efficacy. Support will be provided via the SEL Lead and Champion. Mrs. Castel and Ms. Moreland will be available for assistance. Teachers can refer to the CASEL SEL Playbook, the Second Step Lesson planners and the SDPBC SEL Blender Resource Page for valuable tools and techniques for integrating SEL in the classroom.

Counseling Supports

Mrs. McCloud, Mrs. Naranjo and Mrs. Castell are on duty and ready to provide support to students.They are prepared to refer students for various targeted or intensive support services regarding behavioral or mental health professionals.

Chromebooks & Supplies

Student Chromebooks have been distributed to students to ensure a 1:1 device to student ratio.

Attendance & Tardy Procedures (Students)

Teachers will take attendance for students at the beginning of each class period in the SIS. Students who arrive late to Google Classroom live class sessions will be marked tardy in SIS. Teachers will communicate any patterns of non-attendance or tardiness to Administration.

- Parents should contact the teacher if their child/ren are unable to attend classes. Attendance will be recorded daily for each content area including fine arts.
- Excessive absences will result in a referral to guidance or the school based team.

Grading Expectations

Teachers will follow the current Student Progression Plan.Students will be given 1 to 2 grades per week minimum which will be based on completed activities, independent assignments and assessments.

- PR is proficient (student is meeting grade level standards)

- AP is approaching (student is approaching grade level standards)

- ND is Needs development (student is not meeting grade level standards)

Grades will be inputted into SIS to ensure that students are aware of their current progress and families are informed.

Compromised Online Instruction

Teachers are aware of the appropriate steps to take if they experience a compromised or hacked Google Classroom live session.

Quick Reference to Useful Links

Student Links

CDC Guidelines

District Website

ELL Glossaries

Google Classroom Student Quick Guide

Google Classroom Etiquette

How Do You Use Your Netsmartz

Login to District Portal from Home-Video

MackinVia eLibrary

Online Learning Universal Guidelines

Student Attendance School Calendar

Slow the Spread of COVID-19

Student Code of Conduct

Student and Family Handbook

Student Progression Plan

Parent Links

CDC Guidelines

District Website

Family Preparedness for Distance Learning

Google Classroom for Parents

How Do You Use Your Netsmartz

Login to District Portal from Home-Video

MackinVia eLibrary

Online Learning Universal Guidelines

Reopening Schools Information

SIS Gateway for Parents

Student Attendance School Calendar

Student Code of Conduct

Student and Family Handbook

Student Progression Plan

Student Links	Parent Links
CDC Guidelines	CDC Guidelines
District Website	District Website
ELL Glossaries	Family Preparedness for Distance Learning
Google Classroom Student Quick Guide	Google Classroom for Parents
Google Classroom Etiquette	How Do You Use Your Netsmartz
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Student Code of Conduct	Student and Family Handbook
Student and Family Handbook	Student Progression Plan
Student Progression Plan	

GOING THE DISTANCE TOGETHER

Enlaces en Español

Cómo Ingresar al Portal del Distrito Escolar

Código de Conducta del Estudiante

Calendario Escolar

¿Está su familia preparada para el aprendizaje

a distancia?

Glosario de inglés a español

Horario de Lake Shore Intermedia

¿Qué es Google Classroom?

Manual Para El Estudiante Y Su Familia

Portal Gateway para Padres del Sistema de

Información del Estudiante

Reapertura de Nuestras Escuelas

¿Tienes Netsmartz?

Lyen Kreyòl

Angle a Kreyòl Glossary

Fanmi ou prepare pou aprantisaj distans?

Kalandriye Lekòl

Kisa Google Classroom ye?

Konekte nan sit entènèt Distri Lekòl Rejyon

Palm Beach la

Manyèl Pou Fanmi Ak Elev

Orè Klas Lekòl Primè Lake Shore

Pòtay Sistèm Enfòmasyon sou Elèv pou Paran

Règleman sou Konpòtman Elèv

Reouvèti Lekòl Nou Yo

LLEGAREMOS JUNTOS AL FINAL

N AP FÈ WOUT LA ANSANM

COVID-19 Information for Our Community

Know the facts about coronavirus disease 2019

Pataje enfòmasyon sou COVID-19

Infórmese acerca de la enfermedad del coronavirus 2019

✦

Help to Protect Yourself and Others

Sa ou dwe konnen sou COVID-19 pou pwoteje tèt ou ak pwoteje lòt moun

Lo que usted debe saber acerca del COVID-19 para protegerse y proteger a los demás

✦

Symptoms of COVID-19 Disease

Sentòm Kowonaviris (COVID-19)

Síntomas del coronavirus (COVID-19)

✦

Guidance for Large or Extended Families Living in the Same Household

Konsèy pou Gwo Fanmi oswa Moun ki Fanmi k ap Viv nan yon Menm Kay

Guía para las familias grandes o extendidas que viven en el mismo hogar

✦

Prevent the spread of COVID-19 if you are sick

Evite pwopagasyon COVID-19 si ou malad

Si está enfermo, prevenga la propagación del COVID-19

CORONAVIRUS
— INFORMATION & RESOURCES —