Greetings Champion Families,

As we embark on an instructional journey to Reopen PGCPS via a distance learning mode of teaching and learning, this document has been designed to keep you abreast with all pertinent information as it pertains to how Chillum will deliver rigorous distance learning instruction for the entire first semester of the 2020-2021 school year, beginning on **August 31st**.

**Welcome Back:**

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- Chillum Office Hours:
Welcome Back:

- [Chillum ES Parent Welcome Back Letter](#)
- Class lists are forthcoming
- Back to School Townhall:

<table>
<thead>
<tr>
<th>Friday, August 21, 2020. 6:00 pm - 7:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Join Zoom Meeting</td>
</tr>
</tbody>
</table>
|   - [https://pgcps-org.zoom.us/j/82133658022?pwd=VkpXdEJYQkZscjBoNUNkSTNk
c21Zz09](#) |
|   - Meeting ID: 821 3365 8022            |
|   - Passcode: SY2020                     |
| - One tap mobile                         |
|   - +13017158592,,82133658022#,,,,,,0#,524547# US (Germantown) |
|   - +13126266799,,82133658022#,,,,,,0#,524547# US (Chicago) |
|   - Meeting ID: 821 3365 8022            |
|   - Passcode: 524547                     |

Distribution of Resources

- Chillum is committed to ensuring every Champion has the necessary resources to ensure instructional learning can take place in every content area. We will be providing Champions with technology devices (for those who did not receive one in the spring and to all our newly enrolled students) as well as manipulatives, consumable textbooks and texts as needed.
- Resources will be distributed by quarter (aside from technology devices)
- The distribution will take place via a “Grab & Go” method.
  - All parents **MUST** wear a mask and bring their **OWN PEN** during distribution pickup.
  - **Driving** - Parents are asked to drive into the bus circle and wait for instructions from staff. Parents will then roll down their windows and provide the name and grade of their scholar. Chillum staff will ask you to sign a form acknowledging receipt of items. They will then drop items either into the trunk or through the backseat window.
  - **Walkers** - Parents will walk onto the lot and onto the path on the sidewalk. Traffic cones will be placed on the ground to mark 6-foot gaps in distance. Parents will provide the name and grade of their scholar. Chillum staff will ask you to sign a form acknowledging receipt of items. They will then place items on a table for you to retrieve.
Distribution of Resources schedule:

(Please follow the schedule below, we will only service the grade levels identified during the appropriate time slot. Any parent unable to attend during their designated window must call the school to schedule an appointment.)

<table>
<thead>
<tr>
<th>Grade levels</th>
<th>Monday August 24</th>
<th>Tuesday August 25</th>
<th>Wednesday August 26</th>
<th>Thursday August 27</th>
<th>Friday August 28</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Grade:</td>
<td>9 am - 10:30 am</td>
<td>2nd Grade:</td>
<td>Kindergarten</td>
<td></td>
<td>MOCK DAY</td>
</tr>
<tr>
<td>4th Grade:</td>
<td>11 am - 12:30 pm</td>
<td>1st Grade:</td>
<td>9 am - 10:30 am</td>
<td></td>
<td>8:15-11:15 a.m.</td>
</tr>
<tr>
<td>5th Grade:</td>
<td>1 pm - 2:30 pm</td>
<td>11 am - 12:30 pm</td>
<td>Prek:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Supply Lists:

- In an effort to simplify materials needed, and to limit family expenses, PGCPS has created district wide school supply lists for each grade level and specialty school.
- Chillum is committed to our partnership with families and will work diligently with those in need of support in relation to scholar supplies.

<table>
<thead>
<tr>
<th>School Supply List: SY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten - 2nd Grade</td>
</tr>
<tr>
<td>- Scissors</td>
</tr>
<tr>
<td>- Pencils with erasers</td>
</tr>
<tr>
<td>- Pencil Sharpener</td>
</tr>
<tr>
<td>- Ruler</td>
</tr>
<tr>
<td>- Glue Bottle or Glue Stick</td>
</tr>
<tr>
<td>- Colored Pencils and or crayons</td>
</tr>
<tr>
<td>- Water-Based Markers</td>
</tr>
<tr>
<td>- 3 Ring Binder (to be shared for all classes)</td>
</tr>
<tr>
<td>- Loose Leaf Lined Paper</td>
</tr>
<tr>
<td>- Composition Books or Spiral Notebooks</td>
</tr>
<tr>
<td>- 3-Hole Pocket Folder</td>
</tr>
<tr>
<td>- Highlighters</td>
</tr>
<tr>
<td>- Post-it Notes or Index Cards</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>- Scissors</td>
</tr>
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<td>- Pencils with erasers</td>
</tr>
<tr>
<td>- Pencil Sharpener</td>
</tr>
<tr>
<td>- Ruler</td>
</tr>
</tbody>
</table>
### 3rd Grade - 5th Grade

- Glue Bottle or Glue Stick
- Colored Pencils and/or crayons
- Water-Based Markers
- 3 Ring Binder *(to be shared for all classes)*
- Loose Leaf Lined Paper
- Composition Books or Spiral Notebooks
- 3-Hole Pocket Folder
- Highlighters
- Post-it Notes
- Index Cards
- Pens

### Instructional School Day:

- Champions will participate in a **full day** of school, from **8:15 am-2:00 pm, Monday through Friday**
- Scholars will be able to log on virtually at 8:00 am each day. 8:00-8:15 am will be for:
  - Morning Announcements/Community Circles / Attendance
- Scholars are late at **8:20 am**. The attendance policy, **AP 5113**, will be followed during distance/virtual learning.

### Attendance:

- Teachers will take attendance at the beginning of each live session of instruction in SchoolMax. Attendance will be reviewed again after lunch to ensure scholars return virtually and are accounted for.
- In the event a student does not return for the afternoon or attend a live class, the Champion will be recorded as attending school for a 1/2 day and contact will be made with the home to ensure the student is safe.

### Uniform Policy

- During the distance learning phase of instruction **(August 31 - January 29)** Champions are not expected to wear a school uniform.
- Students must adhere to the system-wide dress code which requires them to **dress appropriately**. Further details can be found in the Student Rights and Responsibilities Handbook.
- Champions must refrain from wearing pajamas, robes, and other clothing that would hinder their focus on instruction.

### Grading:

- Students will be graded on the following 3 categories as outlined in AP 5121.1 in each content area.

<table>
<thead>
<tr>
<th>Classwork</th>
<th>Assessments</th>
<th>Homework</th>
</tr>
</thead>
</table>

- Teachers will collect a minimum of two grades per week for elementary (per period/class) depending on the number of meetings/periods (please see Administrative Procedure 5121 for guidance below).
- Assignments will remain the same weight for class work, homework and assessments by course/grade band and will receive a letter or numerical grade.
- PGCPS’ Grading Administrative Procedure 5121.1 was updated to include language geared toward expectations and updates in grading factors to include distance learning.
The “N” grade language in Administrative Procedure 5121 was updated to indicate how an “N” grade is awarded for transfer students and missing quarter grades during distance learning.

Distance Learning Basics:

- The expectation is that all students are still expected to adhere to the language embedded in accordance with the Student Rights and Responsibilities Handbook.
- Through the use of GoGuardian school based administrators will monitor the instructional sites being used by students on Chromebooks and when logged in via their PGCPS email during the instructional week.
- All teachers will start each lesson by stating the following PGCPS directive statement; "Please be reminded that the PGCPS administrative procedures regarding appropriate use of technology, social media and email continue to apply to our online instruction. In addition, this session may not be recorded without the instructor's consent. A description of the applicable procedures is provided online in the Student Rights and Responsibilities Handbook. Thank you for your cooperation."

Distance Learning Instruction at Chillum ES:

- PGCPS Distance Learning Resource Website
- Chillum ES will be providing **LIVE lessons** in **ALL content areas** to all grade levels.
  - Pre-recorded lessons may be used during independent practice time or breakout sessions during live lessons as an instructional resource
- Please click on the link below to see your child grade level instructional schedule:

<table>
<thead>
<tr>
<th>Kindergarten Distance Learning Schedule</th>
<th>1st Grade Distance Learning Schedule</th>
<th>2nd Grade Distance Learning Schedule</th>
<th>3rd Grade Distance Learning Schedule</th>
<th>4th Grade Distance Learning Schedule</th>
<th>5th Grade Distance Learning Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kindergarten</strong></td>
<td><strong>1st Grade</strong></td>
<td><strong>2nd Grade</strong></td>
<td><strong>3rd Grade</strong></td>
<td><strong>4th Grade</strong></td>
<td><strong>5th Grade</strong></td>
</tr>
<tr>
<td><strong>Distance Learning Schedule</strong></td>
<td><strong>Distance Learning Schedule</strong></td>
<td><strong>Distance Learning Schedule</strong></td>
<td><strong>Distance Learning Schedule</strong></td>
<td><strong>Distance Learning Schedule</strong></td>
<td><strong>Distance Learning Schedule</strong></td>
</tr>
</tbody>
</table>

- Chillum’s instructional leadership team and teachers have designed lessons in **ALL areas** that will ensure the continuity of instruction will continue at a rigorous level. Below is an outline of the format structure for each lesson. Each lesson will have the following structure and pacing associated with it:

<table>
<thead>
<tr>
<th>During the introduction of a Lesson, the teacher will state and review the lesson objective.</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the introduction of a lesson, the teacher will post and review the aligned Common Core Standards associated with the lessons objective</td>
</tr>
<tr>
<td>During the live lesson, students will be able to see a teacher model an expectation or algorithm and be able to interact with their teacher in “real-time”.</td>
</tr>
<tr>
<td>Students will hear the teacher use appropriate vocabulary aligned to the curriculum framework and lesson being delivered.</td>
</tr>
</tbody>
</table>
During the lesson, teachers will provide opportunities for discussion techniques to take place.

Breakout rooms will be used for SMALL GROUP INSTRUCTION and group work.

Teachers will assign an independent tasks to groups of students when SMALL GROUP INSTRUCTION takes place.

Special Education Resource Practitioners:

- Information for parents and guardians of scholar's with IEPs and Section 504 Plans
- Special education teachers will be included as “teachers” in all Google Classrooms in order to support and monitor questions from students with disabilities who are part of their caseloads.
- Special education teachers will co-teach in small breakout groups with students assigned to their caseloads.
- Special education teachers will schedule direct pullout times for intensive instructional support with students on their caseload.
- Special education teachers will review with general education teacher accommodations and supplementary aids that need to be provided in order for students to access the continuity of the learning.
- Special education teachers will provide modifications and adaptations as needed to assignments that align to students IEPs. These supports may include but are not limited to extended time for assignments, accessible reading materials, task analysis charts.
- Special education teachers will establish and communicate weekly office hours to parents/students.
- Special education teachers will document IEP goals/objectives addressed and the accommodations, modifications, adaptations, and supplementary aids and services provided in the Special Education Continuity of Learning Services Log.

ESOL Teachers:

- ESOL teachers will be included as “teachers” in all Google Classrooms in order to support and monitor instruction.
- ESOL teachers will co-teach in small breakout groups with scholars assigned to their caseloads.
- ESOL teachers will schedule direct pullout times for intensive instructional support with teachers on their caseload.
- A dedicated google classroom will be created in order to support and monitor questions from English Learners who are part of their caseloads.

Other Instructional School Staff:

- Chillum’s Instructional Leadership team (which includes Principal, Reading Specialist, Reading Instructional Lead Teacher, and Math Instructional Lead Teacher) will be monitoring the delivery of instruction while closely collaborating with teachers to provide instructional support where needed.
- Chillum’s Instructional Leadership team will be assisting teachers with small group instruction and breakout group instruction daily.
- Chillum’s office staff will collaborate with classroom based teachers to highlight students who do not complete assigned work, participate in live lessons or are disconnected from school.
- Those students’ names will be passed on to Chillum’s PPW so they can reach out to families and see how or what additional support is needed to ensure the continuity of learning takes place.
Chillum’s office staff will monitor attendance daily and will process student absences (Collection of sick notes, doctors notes etc)

Google Classroom, ZOOM, Technology & Internet access:

- Teachers will create a **Google Classroom for their class (or content area)**.
- **Live lessons will be delivered via ZOOM**
- **Google Classroom** will be used to house instructional tasks and assignments. Students using a Chromebook will automatically be linked to Google Classroom once they log in using their PGCPS username and password. Students using their own device should use Google Chrome for their browser.
  - If you need log in assistance, please directly communicate with your child’s teacher, they have their scholars usernames and passwords.
- **Class Dojo** will be used by our **Prek and Kindergarten students** as methods of delivering instruction and collecting evidence of scholar work and assignments.
- Class Dojo rosters will be created to reflect your child’s new teacher(s). You may receive a text or email with a ClassDojo code in order to complete the process. Please ensure your information is correct in SchoolMax.
- **Current ClassDojo class assignments are not accurate (8/17/2020) but are active so that home and school may keep an open line of communication.**

All PGCPS elementary scholars will receive access to the following online educational platforms:

<table>
<thead>
<tr>
<th>DreamBox</th>
<th>Hand2Mind</th>
<th>I-Read</th>
<th>I-Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Mathematics)</td>
<td>(Mathematics)</td>
<td>Grades: K-2</td>
<td>Grades: 3-5</td>
</tr>
<tr>
<td>Grades: K-5</td>
<td>Grades: K-2</td>
<td>I-Read</td>
<td>I-Ready</td>
</tr>
</tbody>
</table>

- **Password login:**
  - Please make sure that students log in to the Chromebooks and Google Classroom sites under their PGCPS username and password. Google Classroom class codes will only work with a PGCPS email account.

- **Internet Access for Distance Learning:**
  - Addressing Technology Needs During Distance Learning

- **Monitoring of internet access (GoGuardian):**
  - **PGCPS Publicity Message for Parents**
    - “While students are learning online, we want to continue to protect them by encouraging a safe and secure learning environment. It is also important to make sure that students are making choices that align with the expectations and policies included in the **Student Rights and Responsibilities Handbook**. Therefore, we’ve implemented GoGuardian across our district to monitor students’ online activity when logged into Google Chrome with their PGCPS information. **Students are only monitored when they are logged in to Chrome with their PGCPS Google Account**”.
    - To ensure that only your students’ activity is being monitored, please encourage them to login and out of Chrome using **these directions**.
Note: Students who login to a PGCPS Chromebook are automatically logged into Chrome.

**Chromebook Tips:**
- [Getting Started With Your PGCPS Chromebook flyer](#)

**Google Classroom:**
- If you need support in accessing Google Classroom please review [2020 Parents’ Guide to Google Classroom](#)
- Scholars will be invited to their class’s Google Classroom via an invite email that will be sent to their PGCPS email.

**Drive-up Free Internet:**
- PGCPS is providing [Drive-up WiFi](#) in select locations around the school district (CES being one of them). If you need the internet please review and follow steps in the embedded link.

### Meal Service During Distance Learning:

- **Food service will operate under the National School Lunch and Breakfast program.** Students not eligible for free and reduced-priced meals **will have to pay for breakfast and lunch.** Food and Nutrition Services strongly encourages cashless transactions and encourages all households to [deposit funds into their student account](#).
- All schools will serve as meal distribution sites.
- Breakfast and lunch offered

<table>
<thead>
<tr>
<th>Meals will be pre-packaged and distributed two days per week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
</tr>
<tr>
<td>Meals for Monday, Tuesday, Wednesday will be distributed</td>
</tr>
</tbody>
</table>

- Students will need to provide Name, PIN#, and the school enrolled in if they pick up a meal from a school they do not regularly attend.
- Food Nutrition Services will use school rosters to verify and record students who receive a meal.

**FARMS Application Process: (As of 8/12/2020)**

- Parents/Principals will receive communication (via RoboCall or web) regarding the online process
- **All APPLICATIONS WILL BE COMPLETED ONLINE**

**Parent Involvement:**

**Tips to keep children engaged:**
- The term “engagement” refers to the amount and quality of time students spend on distance learning activities. Distance learning activities can be in a synchronous (real-time) learning experience where students have some type of scheduled online interaction with a teacher or group, or asynchronous (not in real time) learning experience where students interact with online resources at their own pace (Carling, 2020) [8 Tips to Help Keep Your Child Engaged During Distance Learning](#)
● **Student Goals for Parents to Observe:**
  ○ There are specific milestones that determine school readiness. This resource is based on the Maryland College and Career Ready Standards and tells parents what scholars should know and be able to do by the end of his or her current grade.

● **Best Practices for Parents Based on Experiences from March 2020 - June 2020**
  ○ Establish and stick to a routine (create this with your child, if applicable)
  ○ Communicate with your child’s teacher
  ○ Ask for help
  ○ Do your own work while your child is participating in online schooling
  ○ Encourage frequent breaks that may involve the outdoors
  ○ Give yourself grace

● **What We Expect From You:**
  ○ Update all contact information in SchoolMax (FamilyPortal) and complete Chillum Parent Contact Information Form

● **Responsibility of parent/guardian**
  ○ Set small goals for your child
  ○ Designate a learning space that works for your family
  ○ Allow your child to participate in virtual instruction without you
  ○ Talk to your child about Covid-19

**Chillum Office Hours:**

● **Chillum Elementary School will operate under normal business hours:** 7:30 am - 3:00 pm on Monday and Wednesday (until PGCPS moves into Phase 2).

● **Chillum Elementary School Scholar Instructional hours:** 8:15 am - 2:00 pm

● All communication should take place via phone or online tools and platforms (email / Zoom etc)

● Visitation to the school is strictly by appointment only and only via the approval of Administration

● Staff will be accessible via ClassDojo and email and will continue to follow PGCPS’ policy of responding within 48 business hours.