Distance Learning
Parent Orientation

Dr. Goldsmith, Principal
Ms. Erika Johnson, Instructional Lead Teacher
August 18, 2020
We will discuss and review the following information...

Agenda

- Distance Learning
- Digital Citizenship
- Technology Usage - Disclosure
- Google Classroom
- Distance Learning Student Schedule
- Grading
- Student and Parent Resources
- Technology Tips
Distance Learning

Distance Learning is a method of learning by engaging students in videos or other online tools through the use of the internet without students attending school. Our goal for Distance Learning is to maintain an ongoing academic connection with our students that is flexible. We will seek to maintain key aspects of the classroom experience through:

- Online daily instruction
- Learning from an alternative location
- Required participation/attendance
- Grading
- Daily teacher support
Overview

All students will receive daily **Distance Learning** opportunities in “real time” with their teachers. They will have access to instructional materials for use at home during distance learning. Each student will receive instructional materials based on grade level and course of study. If they do not have one at home, students will be provided a technology device to attend classes, access online platforms, complete assignments and communicate with teachers. **Assignments will be graded and recorded in SchoolMax.**
Digital Citizenship

**Be Safe**
- THINK before you CLICK
- Keep passwords private
- Don’t share personal information

**Be Responsible**
- Use appropriate sites and searches
- Complete and submit ALL assignments on time
- Log out when you are done working

**Be Respectful**
- Use appropriate and polite language at all times
- Do not threaten, bully (cyberbullying), or harass others
Technology Usage - Disclosure

Important Information for Students and Parents:

- 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 sessions 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.
Google Classroom

What is Google Classroom?

● The online platform that teachers will be using to deliver Distance Learning instruction will be through Google Classroom. Teachers will instruct students using videos (pre-recorded or live) and assign work to students that can be uploaded on Google Classroom. Both students and parents are able to join the online classroom for this teaching and learning experience.

How will Google Classroom be set up for my child(ren)?

● Students can access the Google Classroom Cheat Guide to gain assistance with accessing Google Classroom for the first time.
● Students at Grades Pre-K to 2nd Grade will have a google classroom for their teacher and each specials.
● Students at Grades 3 - 6 will have two Google Classrooms, just like they have two teachers. Each teacher will have a Google Classroom for the core subjects they teach.
● Specialists will each have one Google classroom.
● ESOL will have a separate Google Classroom to assist and support both students and parents.
Distance Learning Student Schedule

- Students will receive four lessons per week in reading/English Language arts and mathematics, and one or two lessons per week in Science and Social Studies.
- Classes for health physical education, music, and art will rotate daily and students will receive one lesson per week for each of these classes.
- Distance learning for the start of the school year will follow each student’s individual schedule.
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<td>8:00-8:30</td>
<td>*Live Session One Whole Group (Core Content) RELA</td>
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<td>Teacher-Led Small Group Instruction and Enrichment for all classes</td>
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<td>Small Group 1 or Independent Practice</td>
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<td>Please note, interventions and related services may also be provided Monday-Friday based on established schedules.</td>
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Grading

● Teachers will collect a minimum of two grades per week for elementary/middle/high (per period/class) depending on the number of meetings/periods (please see Administrative Procedure 5121 for guidance).

● PGCPS’ Grading Administrative Procedure 5121 was updated to include language geared toward expectations and updates in grading factors to include distance learning. AP 5121.1 Elementary School, AP 5121.2 Middle School.
Attendance

- For all distance learning platforms, students not present on days live instruction occurs will be considered absent.

- On days when students are unable to attend scheduled classes due to illness, parent work schedule, and child care; parents must communicate the reason for the student’s absence via email to the student's classroom teacher. All work assigned during the student’s absence remains required for submission. Live recordings and student assignments will be made available to students via Google Classroom.

- During distance learning only, technical issues such as broken equipment or internet outages must be immediately communicated to the student’s teacher and designated school staff so support can be provided as soon as possible.
Attendance

- Teachers will take attendance at the beginning of each day in SchoolMax. Attendance will be reviewed again after lunch to ensure students return virtually and are accounted for. In the event a student does not return for the afternoon, the student should be recorded as attending school for a ½ day and contact made with the home to ensure the student is safe.

- For Pre-K - third grade students who are unable to check in during live instruction, parents must ensure that the check in is completed before the next instructional day. If parents are unable to check in that day, please contact your child’s teacher via email so assistance can be provided.
Distance Learning Office Hours

- Students and parents may contact teachers via Class Dojo, Google Classroom and email during Distance Learning Office Hours.
Student Services

- Food service will continue using a similar model as the one we used in the spring. Schools will serve as pick up sites for multi-day, pre-packaged breakfast and lunch on Mondays and Wednesdays. Students not eligible for free and reduced price meals will have to pay for breakfast and lunch and are encouraged to pay through their student account. Families can apply online for free and reduced-price meals.
School Supplies

**Grades K-2**
- Scissors
- Pencils with erasers
- Pencil Sharpener
- Ruler
- 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 or Index Cards

**Grades 3-5**
- Scissors
- Pencils with erasers
- Pencil Sharpener
- Ruler
- 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
School Supplies

Grades 6-8

- Scissors
- Pencils with erasers
- Pencil Sharpener
- Ruler
- Glue Bottle
- Glue Stick(s)
- 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
During the distance learning phase of instruction (August 31 - January 29) students are not expected to wear a school uniform. Students must adhere to the system-wide dress code which requires students to dress appropriately. Further details can be found in the Student Rights and Responsibilities Handbook. When a decision is made concerning the reopening of schools, individual schools, with uniform policies, will determine the feasibility of continuing the school year with or without a uniform as it may be difficult to acquire school uniform attire midyear.
Instructional Materials

● Please remember all technology devices are the property of PGCPS. Students should only use their device for instructional purposes. Proper care must be utilized when using all devices.

● Students will be given consumable books for math, reading, science, social studies and health to be utilized during distance learning. If, we return for hybrid learning for the remainder of the school year, students may be expected to return their consumable books to school to utilize during school.
Tips to Help Students During Distance Learning

- Designate a daily learning space that eliminates distractors and provides continuity in their day. The area should offer comfort and supplies for a successful learning environment.
- Establish a routine.
- Communicate - Encourage your students to use the teacher’s office hours and small group instruction to practice skills, reinforce learning, and seek extra help.
- Allow students to work independently during school hours from 9:15 - 3:25.
- Allow students to take a break during scheduled break times away from their designated learning space.
- PGCPS issued technology devices should only be used for instructional purposes.
Parent Support Centers

New Parent Support Centers will open on September 1 to assist families with tech support and other needs, such as navigating aspects of distance learning or accessing instructional packets.

Hours: Tuesdays and Thursdays, 8-10 a.m. and 6-8 p.m.

Locations:
Benjamin Tasker Middle School
Charles Carroll Middle School
Drew-Freeman Middle School
G. James Gholson Middle School
High Point High School
Mount Rainer Elementary School
Port Towns Elementary School
Thurgood Marshall Middle School
Technology Tips for Parents and Students - This Guide will provide useful tips on how to access:

- Google Classroom
- Zoom
- Clever
- Google Meet
- PGCPS Mail
Important Dates

**August 28th - Mock Day** - Students and parents will attend a virtual mock day orientation to meet the teacher and learn information about their individual classroom.

**August 31st - First Day of School** - Distance learning will begin for all grade levels through the end of the second quarter in January.

**Back to School Night (Virtual)** - September 23, 2020 - 6:00-7:30 pm (PreK - Grade 6)

**Dec. 1-18** - If it is safe to do so, PGCPS will offer families the option to continue distance learning or begin hybrid instruction for the remainder of the school year.

**February to June - Second Semester** - Depending on conditions, PGCPS will implement a hybrid schedule with two days of in-person learning and three days of distance learning. Full-time distance learning will continue for those students who opted in.
Fort Foote Parent Resources

- Virtual Parent Handbook
- Website - continue to check out FFES website for the latest information. [https://www1.pgcps.org/fortfoote/](https://www1.pgcps.org/fortfoote/)
- Principal Email Tree - please make sure to sign up to receive emails from Dr. Goldsmith.
- Class Dojo - Classroom teachers will provide the codes to parents/students during Mock Day on August 28th.
QUESTIONS & ANSWERS
Fort Foote Elementary School

If you have questions or concerns, please reach out your child(ren)’s teacher(s) first.

Please consistently visit Google Classroom and assist your child with completing all of their assignments on time.

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Ms. Johnson, ILT
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Please know that we are here to assist you and our students!!!