Student & Parent Guide to Distance Learning

Remember to visit PGCPS Parent Portal
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April 12, 2020

Hello CMIT South ES Parents and Scholars,

We are excited to reconnect with our CMIT family! April 14th marks the opening day of our distance learning journey together. Your teachers have been hard at work learning how to maximize this upcoming digital experience. During the past two weeks, CMIT SES staff participated in intense professional learning, set up virtual classrooms, checked in on students, and distributed chromebooks to students in need.

The purpose of this document is to provide an overview of your upcoming remote learning experience. Please know that we recognize that we may face challenges ahead. Many parents are teleworking full time, tending to multiple children, experiencing a financial setback, or caring for a sick loved one. Therefore, your CMIT SE school family will make every effort to embed flexibility into this new experience.

As we bring the 2020 school year to a close remotely, please know that our CMIT SE school vision, mission, pledge, and expectations remain unchanged and are uncannily relevant to distance learning. I invite our scholars to review our tenets listed on the following page and think about how they can be applicable in our virtual classrooms.

Sincerely,

Principal Washington
SCHOOL VISION:

In partnership with students, parents and the community, CMIT Elementary School will attain educational excellence by providing a rigorous and technology-integrated education for elementary school students with an emphasis on mathematics, science, and information technologies.

SCHOOL MISSION:

The vision of CMIT Elementary School is to provide multiple opportunities for Prince George’s County elementary school students by developing an early interest in science, technology, engineering, and mathematics (STEM). CMIT Elementary School will create expanded learning opportunities, hands-on activities, and course design which are focused on STEM curriculum that connects real world experiences for Prince George’s County students.

SCHOOL PLEDGE:

Responsible scholars we are
Obeying all school rules
Achieving our goals
Respectful, Ready, Roar!

TIGER Expectations

Think
Inquire
Get Moving
Expectations
Respect
**DISTANCE LEARNING DAILY SCHEDULE 9AM-1PM**

**PGCPS LESSON SCHEDULE FOR ELEMENTARY SCHOOLS**
(All lessons will be available on Google Classroom.)

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**CORE SUBJECTS:**

During distance learning, students will receive instruction in the core subject areas of Math, Science, Reading and Social Studies. From Tuesday through Friday, students will receive two 30-45 minute virtual lessons each day. On Tuesdays and Thursdays, students will engage in a math and science lessons. On Wednesdays and Fridays, students will engage in a Reading and Social Studies lesson.

**ELECTIVES:** CMIT South ES we will have Electives all day Mondays and part of Thursdays. This will allow all students/classes to receive CARTS instruction. For exact schedule please look at the class specific schedules)

*** Parents, please be advised, the schedule provided is a guide to ensure students have the opportunity to structure their learning day. The 9:00 a.m. - 1:00 p.m. time slot is not meant to be a block for continuous face-to-face with your teachers.
ASSIGNMENTS: Students will typically receive two assignments per week in each core subject (Math, Reading, Science, and Social Studies). Assignments from core subjects will be due on Fridays, unless otherwise stated by the teacher. Students will receive one assignment from elective subjects (PE, Music, Art, Technology, Robotics). Assignments from elective subjects will be due one week after they are assigned. CMITSES staff will teach students options for submitting assignments electronically.

PGCPS TEACHER HOURS: The PGCPS teacher workday will begin at 9:00 AM and end at 1:00 PM. Within this timeframe, teachers will conduct lessons, participate in instructional planning, respond to emails, and host virtual office hours to assist students. It is imperative to acknowledge that the distance learning day does not mirror the typical six hour school day.

PGCPS TEACHER DAILY OFFICE HOURS: In addition to delivering live or pre-recorded lessons, PGCPS teachers will host a daily office hour designed to assist students and/or parents that have questions about the lessons and/or assignments.

STUDENT HOURS: Ideally, students should be ready to learn by 9:00 AM each school day so that they can work in concert with their teacher’s schedule until 1:00 PM. However, we recognize that this recommendation may not work for every family. Therefore, if a family has a scheduling conflict, students can access lessons and assignments on Google Classroom at any time.

**While not engaged in lessons, students should work on the assignments provided by their teachers and they have the option to interact with their teacher(s) during the daily office hour.**
TEACHER DAILY SCHEDULES

Follow the link below to access teachers’ individual schedules.

HERE

Parents, please be advised, the schedule provided is a guide to ensure students have the opportunity to structure their learning day. The 9:00 a.m. - 1:00 p.m. time slot is not meant to be a block for continuous face-to-face with your teachers.
DISTANCE LEARNING - TEACHER RESPONSIBILITIES:

- **LIVE or RECORDED LESSONS**: Teachers will deliver virtual lessons in the core subject areas and CARTS.

- **INSTRUCTIONAL TASKS**: Teachers will assign instructional tasks, support their completion, and provide meaningful feedback to students.

- **COMMUNICATION**: Teachers will maintain communication with families and students, Class Dojo, Google Classroom, email, etc.

- **VIRTUAL SUPPORT**: Teachers will provide virtual support to students in need of assistance. Additionally, they will monitor students progress and respond to students and parent inquiries during daily office hours.

- **OPPORTUNITIES FOR REMEDIATION OR ENRICHMENT**: Teachers will post supplemental materials to support students unique learning needs.

- **DIGITAL CITIZENSHIP**: Teachers will promote and monitor the ideals of good digital citizenship.
DISTANCE LEARNING - STUDENT RESPONSIBILITIES:

- **CHECK GOOGLE CLASSROOM:** Students will login to Google Classroom on a daily basis, ideally between the hours of 9:00-1:00 PM.

- **PARTICIPATE IN LESSONS:** Students will participate in two lessons each day, Tue-Fri, and elective (CARTS) lessons will be held every Monday and part of Thursday.

- **COMPLETE ASSIGNMENTS:** Students will use various electronic resources to complete and submit at least two assignments a week for each core subject and one assignment for each elective subject. (Teachers will provide specific direction and guidance.)

- **USE TOOLS TO COMMUNICATE:** As developmentally appropriate, students will use digital tools to communicate with classmates and teachers while engaging in learning tasks.
DISTANCE LEARNING STUDENT RESPONSIBILITIES:

- USE TECHNOLOGY RESPONSIBLY: Students will adhere to the tenets of good digital citizenship. Below you will see how scholars can show their TIGER pride while using technology.

**T- Tech Savvy Tigers will listen, think and respond during online learning**
- **I-Inquire about learning to improve on your skills**
- **G-Get moving and complete all assignments on time**
- **E-Expect and encourage excellence for learning**
- **R-Respect yourself and others while online**
DISTANCE LEARNING PARENT RESPONSIBILITIES:

- Set clear and specific expectations for how distance learning will look in your home and designate a workspace.
- Provide assistance with technology as needed, especially during the opening days of distance learning.
- Communicate household rules for acceptable use of technology. Remind them that students are still accountable to the PGCPS Student Rights and Responsibilities Handbook (CLICK HERE).
- Establish and monitor a consistent daily routine that includes:
  - Monitoring that your child logs onto Google Classroom on a daily basis.
  - Monitor that your child participates in 2 lessons each day Tues-Fri and CARTS on Mon and Thur.
  - Monitor that your child submits core subject assignments on dates that are specified by the teachers and elective subject assignments one week from the date they were assigned.
  - Encourage your child to interact with his/her teacher during office hours if they need assistance.
HOW DO I KEEP MY-child SAFE ONLINE?

- Establish a workspace that is in a visible area. Consider creating a “no-closed doors” rule when technology and even cellphones are in use.
- Check the history of your internet browser and the history of any other digital program that has such features.
- Have frequent conversations with your child about appropriate use of the Internet, email, and other communication tools.
- Understand cyberbullying and how your child might be affected.
- Know your child’s passwords, especially for non-school related sites, groups, or social media forums.
- If applicable, make use of parental monitoring features on devices.
- Teach your child to keep personal information private.
- Computers are monitored to ensure student safety.
ACCEPTABLE USAGE OF TECHNOLOGY

The PGCPS Administrative Procedure 0700 CLICK HERE and the PGCPS Student Rights and Responsibilities (CLICK HERE) Handbook govern students’ digital behaviors throughout our distance learning experience. **It is imperative that scholars and parents know that sessions may not be recorded without the instructor's advance consent.**
GETTING STARTED WITH A CMIT issued CHROMEBOOK- If you borrowed a Chromebook from CMIT Elementary School and need technical assistance getting started, please inform your child’s teacher. He/She will inform our tech support.

TAKING CARE OF YOUR PGCPS CHROMEBOOK- Students borrowing Chromebooks must follow the policies outlined in the Prince George’s County Public Schools’ Student Rights & Responsibilities Handbook and the Acceptable Use Guide for Technology.

General Care of Chromebooks:

- Never lift Chromebook by screen.
- Never carry Chromebook with screen open.
- No food or drink near Chromebook.
- Make sure hands are clean before using.
- Do not use or store near pets.
- Do not write, draw, or attach stickers or labels to Chromebook.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not put pressure on the top of a Chromebook when it is closed.

RETURNING YOUR CHROMEBOOK- Once “traditional” school resumes and a return date is communicated, Chromebooks must be returned in their same borrowed condition. Failure to return a Chromebook and charger, or returning a Chromebook with user-initiated damage (i.e. damage from spills, cracked screens, damage caused by drops) will result in a student being charged the full replacement cost which ranges between $200-$280.00 per device.
WE ARE HERE TO HELP!

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