2020-2021 School Year
Remote Learning Reference for Students and Families

Welcome to the 20-21 school year. We are very excited to get to know all our new students and continue working with our returning students. This reference was created to address the classroom setting in a remote learning platform. Please use this guide as a general reference for accessing information, guidelines, and norms for the virtual start to our school year. There will also be other documents that are specific to individual classes and teaching teams. Our hope is to make things as clear and easy as possible. We know that there will be some situations where internet access or other extenuating circumstances may exist; please keep us informed of these situations so that we can do our best to remove any barriers that may prevent your student from receiving full daily instruction. As always, please feel free to reach out if you have any questions or concerns.

Note to Parents
Parents, we know this may be a very challenging time for everyone. We also know that times like this breed ingenuity. If you have any suggestions for how we can better support you and your child during this time please let us know. Below please find an overview of what school looks like in a remote setting. The first few items are mostly parent centered, while the rest of the document is one that we hope you and your student will review together to make sure everyone is at ease with starting the school year and understands the school/ learning format and expectations.

Note to Students
Students, we know that learning from home is sometimes difficult and you are not always sure what to do. Please note that we are going to walk you through all the expectations and directions at the start of the school year. You are all AMAZING young people who are capable of tremendous accomplishments and achievements. We are here for you, we support you, and we believe in you. Humans are constantly growing and evolving, we do not expect you to have all of the answers, however we expect that you persevere and do your best at all times. Mistakes offer opportunities for learning.

Table of Contents - Please read the entire document. We have also linked each section here in case you need to go back to reference a specific section.

Learning Space - Where possible please encourage your student and help them create a space where they can focus on school work during the school day. This may be a quiet spot at the kitchen table, a tray table in a bedroom, desk space, etc. Someplace that they can set up their chromebook, notebooks, etc., sit up, and truly immerse themselves in the school day. We also ask that students have cell phones and other devices put away to limit distractions.

School Supplies - Students will not need all the supplies on their list while working from home, however they will still need some supplies. Please ensure that they have an independent reading book, pencils, a pencil sharpener, pens, cm / inch ruler, loose leaf paper, blank copy paper or larger blank paper, art supplies (colored pencils, markers, scissors, glue sticks), notebooks. Teachers may make other more specific recommendations when school starts. Headphones would also be helpful especially with multiple children/ adults learning and working at the same time in the same room.

Parent Portal - AMY Northwest parents are encouraged to log-in through the *Parent Portal* and check student grades and attendance. There is a link for accessing the Parent Portal on our website. Teacher emails can be found on the website if parents have questions for teachers. Teachers will respond within 24 hours of receipt of parent emails. Please note that in some cases depending on the

time of the email and the request, 24 hours may be past what you needed to know. For example if you email at 2pm about a project that is due the next morning at 8am, you may not get a reply before 8am. ***Parents should not enter Google Meets during live teaching at any time, to ensure student safety and privacy.***

Communication- School appropriate language is expected during all discussions in all formats. Students will communicate with teachers, guidance counselors, and administrators through their School District of Philadelphia-issued email (Student ID @philasd.org) and google classroom accounts. Mrs. Floyd will send weekly updates to parents via the School District Robo-call system. Typically you can plan to receive these updates on Sundays. If there is something more time sensitive, then other updates will be sent during the week. Parents will also have the ability to receive updates via the "Remind" app from their student's specific teachers. **Parents: Since all of our communication will need to be via email/ phone calls during this time period, please be sure to keep all contact information current.** You can email our secretary Rebecca Barnes at rbarnes@philasd.org at any time to submit updated contact information; please also CC the counselor on these emails- lblanco@philasd.org

Chromebooks- By September 2, 2020, the first day of school, all students should have access to a Chromebook and internet access. Please see our website for the most up-to-date information on where and when to pick up a Chromebook. If you are new to the School District of Philadelphia, or an existing SDP family that did not pick up a Chromebook in the spring, there are 3 locations you can visit to borrow a Chromebook. These locations can also be visited if you are having trouble with your Chromebook. If you need any additional support with access please contact the school. We will provide students with video tutorials on how to access google classroom and signing in to their daily classes. These videos should be posted on the website by August 28th.

Starting the week of August 17, three Technology Support Centers will be open 5 days/week, from 9am -2pm, for families to obtain new Chromebooks, or get help with Chromebooks.

Center 1- Education Center, Philadelphia School District 440 N. Broad Street, 1st Floor Lobby, Philadelphia, PA 19130
Center 2- Fitzpatrick Annex Building (rear of Fitzpatrick Elementary School) 4101 Chalfont Drive, Philadelphia PA 19154
Center 3- Martin Luther King High School 6100 Stenton Avenue; Philadelphia, PA 19138

Google Classroom - All assignments and class materials will be posted in the google classroom. We will post tutorials to the AMY Northwest webpage on how to access google classroom as well as signing into a google meet or zoom session, should we use zoom. Please use this link to review a general "Parents' Guide to the Google Classroom."

-https://www.stvm.com/sites/default/files/editor/files/academics/2020%20Parents%27%20Guide%20to%20Google%20Classroom.pdf
Your schedule and google links will be available on the website by the end of August.

Passwords and Student Logins- Any new to AMY or returning students that have forgotten their username and passwords please email Mrs.Blanco at lblanco@philasd.org and she will assist you in getting that information. Mrs. Blanco will also post directions to the AMY NW webpage.

Synchronous and Asynchronous Learning - The School District is utilizing the terms Synchronous and Asynchronous learning to describe your learning experiences. Below you will find definitions and examples so you can familiarize yourself with remote learning activities. Each of your classes will have daily elements of both synchronous and asynchronous learning.

What is Synchronous Learning ?
Synchronous learning is remote learning where everyone in a class is online at the same time using tools such as Google Meet or Zoom as a platform to learn together. It is "real time" learning.
Examples
- Direct Instruction - Teacher models new content through the facilitation of learning experiences as if you were in a typical classroom
- Checking in with students regarding their social emotional wellness, building community, and establishing personal connections (Daily Community Meetings)
- Engaging students in discussions to ensure understanding of information
- Previewing or explaining assignments or expectations for learning tasks
- Answering student questions about a recorded lesson or pre-work for a class
- Conducting small group instruction
- Modeling or sharing examples of final products

What is Asynchronous learning ?
Asynchronous learning is remote learning where students learn at different times before, during, or after their scheduled class without "real time" interaction with peers or the instructor.
Examples
- Self paced modules
- Watching Screencasts
- Viewing recorded instructional videos of lessons in a content area
- Listening to read alouds and answering questions
- Engaging in online discussion by reading and posting responses (i.e. via Padlet, Kahoot, etc.);
- Reading posted literary selections and responding
- Recording performances
- Completing and submitting independent learning tasks and assignments.

Sample Student Schedule - Please note this schedule will look different for each homeroom in terms of class and lunch periods. However all days will fit in this format outlined below. Students will have Math, English, and an Expressive Arts class daily. Science and Social Studies will be on an every other day rotation. We will post a full A Day/ B day schedule to the website so students will know which days they have science and which days they have social studies.

30	8:00-8:30	**Set up your day** - Eat breakfast. Change into school appropriate attire. Check your email. Is the chrome book charged? Are assignments turned in? Have I watched any videos I need to watch or completed class reading?
30	8:30-9:00	**Homeroom** - Community Building
70	9:00-10:10	Class 1- Includes Synchronous and Asynchronous time
70	10:10-11:20	Class 2- Includes Synchronous and Asynchronous time
35	11:20-11:55	Lunch
70	11:55-1:05	Class 3- Includes Synchronous and Asynchronous time
70	1:05-2:15	Class 4- Includes Synchronous and Asynchronous time
50	2:15-3:05	Check your email/ Small group instruction / individual teacher check in time/ intervention time

Classroom Norms
- ***Showing respect*** at all times to peers and teachers as if you were in your normal classroom setting is a fundamental norm for a successful remote learning environment.
- ALL students must be on "mute" unless your teacher asks for your participation.
- If a student wants to participate, they should type "HAND" in the google chat box. This would signal they are raising their hand. When a teacher calls on a student, only then should a student unmute their microphone.

Attendance - Classes will run like a typical school day, **8:30 AM-3:04 PM** each day. When we return to in person learning we will begin our school day at 8:00am. Students should attend all classes, everyday, and on time. In case of absences, parents please complete the ***Absence Note*** google form. The form can be found on our AMY Northwest home page. Please note that if students are missing days or classes without parent notification we will be reaching out to families to see how we can support getting the students to class. Students will be responsible for any work that they miss. Attendance will be taken for every period on a student's roster.

Participation - Student participation in remote learning is expected and an important part of the learning process. Students are asked to use their video and show their face during classes. This allows them to become a part of their class community, get to know one another, and fully participate in the learning activities. Teachers have spent years learning to "read the room" and it is important to see everyone when gauging understanding.

Work Completion - Every student is expected and responsible for checking class assignments and due dates posted on Google Classroom. We will post video tutorials on the website on how to access your teacher's classrooms and assignments. Excuses for missing assignments and due dates because you could not find them will not be accepted. We understand that this is a learning curve for

some of us, so we will teach you; if you need help please ask! Some class work will be due at the end of the class and other assignments will be due by the end of the school day. Teachers will designate which assignments are classwork or homework assignments.

Grading - Students will be graded on quality of work completed and standard mastery. Student grades will reflect what is turned in; **missing assignments will negatively impact their grades.**

Academic honesty - All students are expected to turn in original work according to due dates provided by teachers. If a student plagiarizes during remote learning or hybrid learning, it will result in an automatic zero, just as it would with in-person learning.

Learning Space - Students should *create a learning space* in their home that is conducive to learning. For example, students should utilize a desk or kitchen table as a consistent location to engage in remote learning on a daily basis. Students should be sitting upright and not lying down, with good lighting. Routines that mirror getting ready for the normal school day, such as waking up before the first class starts, dressing appropriately, eating breakfast, and going to your learning area for the day are things that will help students stay focused and engaged in learning. It is suggested that your background is a clear wall where the other parts of your home cannot be seen, in order to limit distractions.

Dress Code - You do not need to wear the AMY school uniform for remote learning. Students will come to all remote learning classes dressed appropriately for learning. For example: wearing a polo shirt, t-shirt, sweatshirt, jeans, cargos, and sweatpants are acceptable for remote learning. Students should not be in any type of clothing that is not school appropriate. If you have the uniform and wish to wear that or the PE uniform that is of course allowable.

Internet Safety and Etiquette - The School District of Philadelphia *Acceptable Use of the Internet, Technology and Network Resources* will be adhered to: (https://www.philasd.org/schoolboard/wp-content/uploads/sites/884/2017/07/815-Acceptable-Use-of-Internet-Technology-and-Network-Resources.pdf). **It is strictly forbidden to take screenshots, videos, or photos of any online classes.** Cyberbullying at no time will be tolerated. Please be mindful of how you communicate and the pictures you post on social media.

Chat Room - The group chat and individual chats should be for questions and responses related to the daily lesson. Group chat communications should be positive and supportive of individual learning and group learning activities. Remote learning should be a safe environment for all students. Students should report any bullying/teasing/inappropriate incidents to their teacher. As AMY Northwest scholars, your words represent you, so remember to present yourself well, use academic language and be respectful. Through your interactions in the remote classroom (and your typical classroom) you build trust with peers and your teacher. Everything you do and say can be a part of your permanent digital footprint. Being positive, engaging and supportive of your peers and teacher will contribute to a successful learning environment.

Break Out Rooms- Small Groups - Teachers will provide opportunities for student small group work through Break Out Rooms in Zoom and/or Google Meets. Student behavior during these break outs should be focused on the teacher directions and assignments. We will monitor these interactions in order to ensure positive behavior and focused engagement, and to check for understanding.

Monitoring of Instruction and Learning- The Principal and other school staff will monitor your interactions within the school and your course work. We will regularly check in on our students to make sure they are engaged in a rigorous remote learning experience. Grades will be updated weekly.

Overview of Student Responsibilities for Online Learning
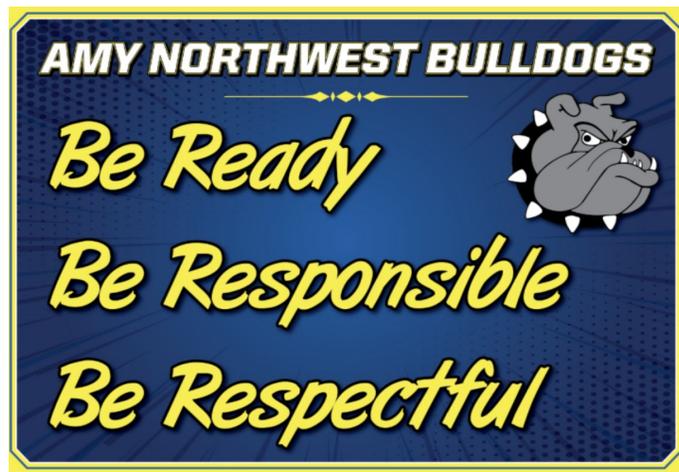
Entering and Exiting Virtual Meetings

Be Ready
- Log in on time
- Be prepared with all needed materials

Be Responsible
- Choose a distraction-free space, if possible
- Start class charged or plugged in
- Exit the meeting when directed by teacher

Be Respectful
- Use chat only when directed by teacher
- Keep cell phone put away

Classroom Instructional Time

Be Ready
- Turn video on
- Mute your microphone

Be Responsible
- Follow teacher directions the first time they are given

- Work on assigned tasks
- Ask for help when needed
- Keep conversations academically focused

Be Respectful
- Video on
- Eyes on the speaker and/or material
- Keep your microphone muted
- Keep cell phone put away

Independent Learning Activities and Assignments

Be Ready
- Have all needed supplies/materials
- Complete previous homework assignments

Be Responsible
- Choose a distraction-free space (or use headphones or earbuds)
- Complete your work independently
- Do your best work (the "AMY" way)
- Ask questions when you have them

Be Respectful
- Focus on your work
- Submit assignments on time

If there are any questions about the above information please feel free to reach out to your teachers and remember….

We are here for you
We support you
We believe in you