Edward Gideon School
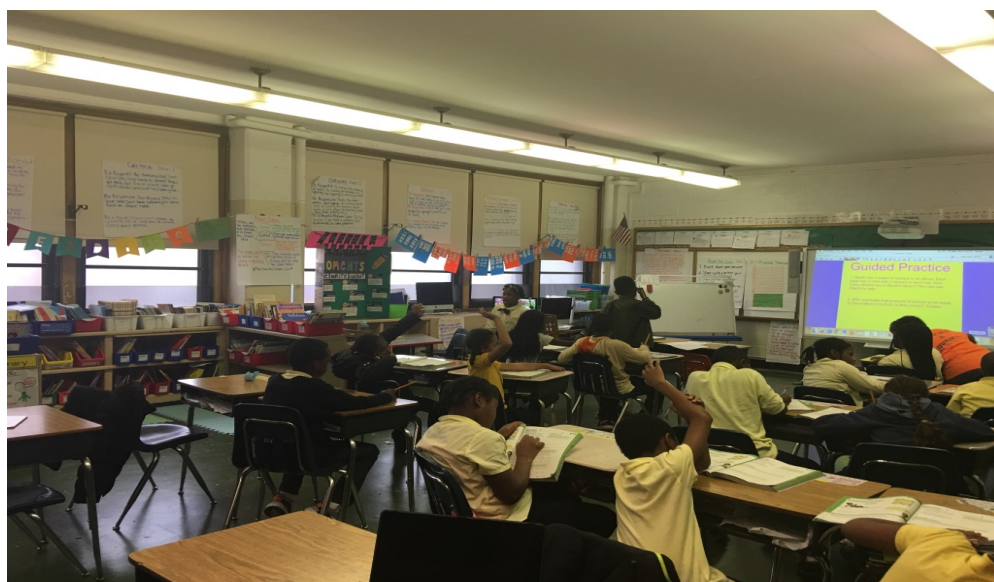
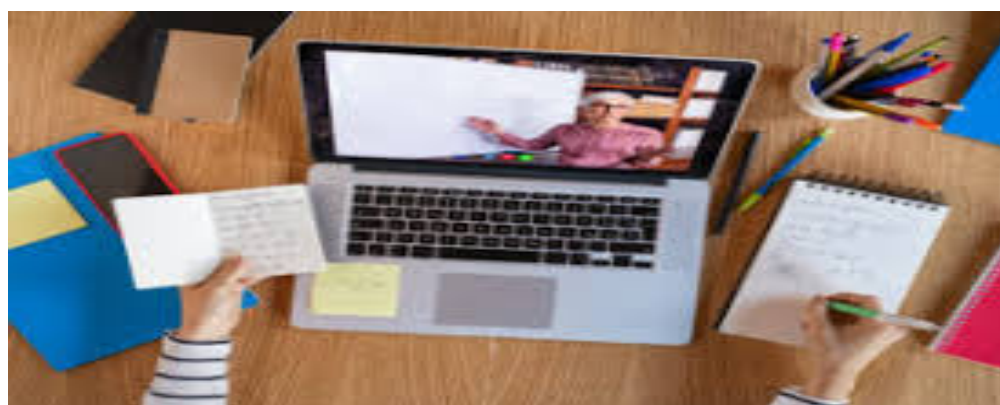# A COMMUNITY PARTNERSHIP SCHOOL!

Family/Community & *Student*
"Virtual" Handbook

We are committed to preparing our students for today's realities and tomorrow's challenges.

IN THIS ENVIRONMENT!

AND NOW IN THIS ONE!

Virtual School Day Hours
8:30 am – 3:09 pm

Edward Gideon School
"Virtual" Student and Family Handbook 2020- 2021

This handbook is provided to outline the procedures and expectations for families during the remote learning program.

Overview

As we enter the 2020-21 school year, we undoubtedly face learning situations that will challenge our traditions and beliefs at the Edward Gideon School. Our school is committed to supporting our staff as they design and deliver instruction in a variety of educational environments and our families and their students as they choose the best learning situation for their families. Edward Gideon School will be remote learning for the fall semester. All students are expected to maintain satisfactory attendance and academic progress.

PRINCIPAL'S MESSAGE

Welcome Edward Gideon students and parents to another year of excellence. "Our vision at Edward Gideon is for 100% of our students to be college and career ready, demonstrate leadership skills, and continue their commitment to academic excellence and community service within the school and the global community." Literacy is our focus. As principal, it is my responsibility to set the tone and keep the standards of High Instructional Practices. As parents, it is your responsibility to provide your children with positive attitudes and the tools for success. Therefore, I am asking you to read to your child for 15 minutes a day or have them read to you. Our children model their behaviors after what they see in adult behavior; therefore, as adults, we must give them positive examples. We are excited about the many wonderful learning opportunities that have been planned for this school year and look forward to working with you and your children to make them a reality! Keep your handbook as a quick reference for Edward Gideon School policies.

MISSION STATEMENT

Close the existing achievement gap by actively working with local organizations to provide students and their families with an array of community partnership opportunities and educational excellence.

AREAS OF FOCUS
• Math • Reading • Science • Writing • Social Studies • Citizenship • Attendance
• Punctuality • Conflict Resolution •

SCHOOL COLORS
NAVY BLUE AND GOLD!

SCHOOL PLEDGE

"I pledge allegiance to my great school. I will respect my teachers and the rights of fellow students'. I will come to school prepared and I will keep my school beautiful and clean. I will always remember to have dignity and pride in my school.

Purpose

For the purposes of this document, **remote learning** is defined as a form of distance or virtual learning that is done using the internet and electronic instruction for the entire school day. Included in this handbook is a catalog of offerings per grade band that includes the four core subjects (English language arts, math, science, and social studies) taught by a dedicated remote learning teacher. Other courses in the arts, computer technology and physical education will be offered as well to all K-8 students. Students will have those courses in addition to the core to engage in **synchronous (live video instruction) and asynchronous (video or software-based with a teacher facilitator)** approaches for both regular and special education classes.

Remote Instruction

For students in Grades K, orientation will be scheduled by the assigned remote learning teacher. Complete understanding of the 2020-21 (remote learning) will be crucial to ensure student success in the remote learning environment, and the Edward Gideon School is committed to providing a high degree of support and resources for students and families. Orientation courses for parents and students in grades 1-8 must be completed before enrollment in remote learning is finalized. For students in grades 1-8, orientation will include:

Expectations of Students
- K-8 students are in uniform ***every day!***
- Participate in, each school day, remote learning lessons with teachers.
- Daily, Online Learning Platform (grades K-8) for communications from the school or teacher.
- Report any technical issues through the Tech Helpline (see Technology section of this handbook) as soon as the issue arises.
- Be actively engaged in the learning environment and content by staying on track with assignment completion and deadlines.
- Online interactions with classmates and teachers will be positive and constructive.
- Continue to follow and maintain all online and technology expectations in the Edward Gideon Acceptable Use Policy.

Parents/Guardians:
- Plan and maintain a remote learning schedule for the child.
- Set up a dedicated learning space in the home.

- Maintain open lines of communication by phone and email with teachers.
- Support academic integrity by appropriately assisting your child with assignments or projects.
- Ensure your child is submitting assignments on time as directed by the teacher.
- Communicate any issues or questions directly to the teacher by phone or email.
- Read, review, and follow the Edward Gideon Acceptable Use Policy.

Remote Learning Teachers:
- Communicate daily with students.
- Design and implement instruction.
- Communicate lesson and learning outcomes via video.
- Provide feedback to assigned student work.
- Assess skills and standards through formative assessments.
- Communicate regularly with students and parents through Class DoJo, email, and other learning platforms.
- Take daily attendance.

Live Conferencing Sessions

Video conferencing and live group chat sessions are essential components of the learning process and help improve the connectedness of remote team members. As with the use of social media, students are required to adhere to school policies pertaining to these areas in our Student Handbook, and to observe the following regarding the Remote Learning environment:

- Students must be punctual to the live conferencing sessions scheduled by the teacher. Teachers will be monitoring attendance and students may be receiving class participation grades.
- Ensure your technology works properly and frame the camera correctly.
- Good online manners are vital to a productive and supportive online learning environment. Students are to behave in the live online session as expected in the regular in-person class, especially because the SESSION MAY BE RECORDED.

*Virtual Learning Student Code of Conduct

All School District of Philadelphia students receiving digital curriculum and direct instruction online are subject to any applicable District policies and this **Student Virtual Learning Code of Conduct.** As a virtual learning student, there are additional rules and expectations regarding prior online etiquette in place in order to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. We especially appreciate partnering with parents to teach responsible Internet use.

Gideon families please review the following rules and expectations carefully:

- Students should be wearing their school uniform, loungewear, pajamas, etc. are not allowed.

- Students should be in a quiet area, preferably at a table, *No Student* should be in *BED* during teaching and learning time.
- Cell phones are *prohibited* while virtual class is in session.
- All cameras should *remain on* while class is in session.
- Students should remain on *mute* unless given other instruction by the classroom teacher.
- All students *MUST* be logged on no later than **8:30am**.
- Any student logged on *after* 8:30am, parents will receive a phone call as students will be *marked late*.

Gideon students…….

- **Students are responsible for proper behavior** during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **We take integrity and authenticity of student work very seriously.** Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.**
- **Security and Safety is a high priority,** especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, notify: Mr. Forte at: Jforte2@philasd.org
- **It is illegal to create harmful computer viruses.**
- **Remote Learning correspondence is not private.** Never say, write, or record **anything** that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the School District of Philadelphia and, as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, **Gideon** expects both students and parents to abide by the school's Internet usage policy:

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited, but are not limited to this list.

The following behaviors will result in disciplinary action:

• Sending or posting discriminatory, harassing, or threatening messages or images.
• Stealing, using, or disclosing someone else's code or password without authorization.
• Copying, pirating, or downloading software and electronic files without permission.
• Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
• Violating copyright law.
• Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
• Participating in the viewing or exchange of pornography or obscene materials.
• Sending or posting messages that defame or slander other individuals.
• Attempting to break into the computer system of **Gideon**, another organization, or person.
• Refusing to cooperate with a security investigation.
• Using the Education Portal for political causes or activities, religious activities, or any sort of gambling.
• Jeopardizing the security of the organization's electronic communications systems.
• Sending or posting messages that disparages **Gideon** or another organization's products or services.
• Passing off personal views as representing those of **Gideon**.
• Sending anonymous e-mail messages.
• Engaging in any other illegal activities.
• Disturbing the virtual Learning Environment.
• Refusing to follow the rules of the specific Virtual Learning Classroom.
• Unmuting yourself when your teacher has placed you on mute.
• Recording any class session and transmitting it.
• Recording your teacher and/or classmates.
• Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
• Participation in Cyber bullying and/or Harassment.
• Cheating and/or Plagiarism.

STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT

Students of Virtual Learning are public school students, and will continue to be held to The School District of Philadelphia Code of Conduct. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then disciplined in an appropriate manner. Accordingly, in addition to district applicable policies, the Virtual Learning Code of Conduct incorporates expectations of conduct specific to virtual/remote learning classrooms. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

BULLYING AND HARRASSMENT POLICY

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly.

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, **is prohibited.** Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

ACADEMIC INTEGRITY POLICY

What is **academic integrity?**
- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.
- Why is academic integrity important?
- When students submit an assignment that is not their own original work, there are two issues involved:
- Students are earning credit for learning material for which they have not demonstrated mastery. • They may be violating the policies of the school.

What are some examples of **academic integrity violations?**
There are two kinds of academic integrity violations. One is "plagiarism" and the other is "cheating."
- **Plagiarism** - To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Some examples are, but not limited to the following:
  - Copying and pasting a report from the Internet and representing it as your own work
  - Copying any other work and not properly citing authorship

- **Cheating**
  - To influence or lead by deceit, trick, or artifice
  - To practice fraud or trickery to violate rules dishonestly
  - Providing questions/answers/ work to another student
  - Receiving questions/answers/work from another student

Consequences of Violation of this Policy:

A variety of consequences will be administered when students are discovered cheating or plagiarizing. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.

Parents, as partners in supporting student learning, you are encouraged to:

- Ensure that their child's work is authentic and original.
- Monitor, via your parent account.
- Ask any questions regarding plagiarism or cheating if they are not sure.
- Report any suspicious activity.

PARENTS/GUARDIANS' RESPONSIBILITIES

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way.

Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course, just as you would in a regular learning setting. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support **Academic Integrity**. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email and/or Google Meet to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

Academics and Academic Honesty Academics

Grade K instruction and assignments will be provided by teachers for students using Google Meet, the online learning platform. The required hours for remote learning engagement include synchronous and asynchronous video instruction, reading, completion of tasks and assignments,

writing, experiments, homework, and other activities. For Kindergarten orientation, it will be via video conference for you and your child. To fully cover the required curriculum, students should expect to spend up to 20 hours per week engaged in online learning as required by the School District of Philadelphia. Live instruction and daily checks on progress will be combined with independent work supplemented by Edward Gideon School learning materials. All learning activities and materials will be aligned to the Pennsylvania State Standards for all subjects.

Grades 1-4 instruction and assignments will be provided by teachers for students using Google Meet, the online learning platform. The required hours for remote learning engagement include synchronous and asynchronous video instruction, reading, completion of tasks and assignments, writing, experiments, homework, and other activities. To fully cover the required curriculum, students should expect to spend up to 32.5 hours per week engaged in online learning as required by the School District of Philadelphia. Live instruction and daily checks on progress will be combined with independent work supplemented by Edward Gideon School learning materials. All learning activities and materials will be aligned to the Pennsylvania State Standards for all subjects.

Grades 5 -8 will use Google Meet as the primary learning management system for remote instruction. To fully cover the required curriculum, students should expect to spend 32.5 hours per week engaged in online learning for their full class load. Grades 5th – 8th will have 1 teacher that will teach Math/Science and 1 teacher that will teach Literacy/Social Studies. The required hours for remote learning engagement include synchronous and asynchronous video instruction, reading, completion of tasks and assignments, writing, experiments, homework, and other activities. This is not designed nor intended to be sitting in front of a screen for all of these hours. Students may complete assignments at their own pace which could impact their engagement times.

Remote Learning teachers are highly qualified in their assigned subject and grade levels. All teachers hold valid Pennsylvania certification and have completed all necessary fingerprinting and background checks. Each teacher is available to students via email, virtual platform, or during onsite appointment times.

Assessment for Learning Loss and Special Services

Due to the Spring 2020 closure, Edward Gideon School is planning to assess all grade 1-8 students in the core academic subjects with a variety of tools when school resumes. These may include daily formative assessment to determine academic gaps from the previous year, assessments included with our purchased materials, and previous checkpoint assessments developed by the district. Academic coaches will support teachers as they determine students' individual academic positions and supplement with additional instructional resources as needed.

Academic Honesty Expectations

Edward Gideon School insists on strict standards of academic honesty in all courses. Academic honesty applies to all students in all classes (traditional and remote learning). Violations of these expectations will not be tolerated. Schoolwork must be based on a student's original ideas, while fully acknowledging the work of others. Teachers will provide guidance on when and how to use acknowledgments and how to paraphrase. Examples of failure to follow the Academic Honesty Expectations include: ○ Plagiarism: the act of passing off someone else's work as your own; ○ Fabrication of data: manufacturing data for a table, chart, survey or similar requirement; ○ Collusion: supporting academic dishonesty of another student, as in allowing work to be copied or submitted by another; ○ Duplication of work: the presentation of the same work for different assessments and/or course requirements; ○ Also including, but not limited to, any other behavior that creates an unfair advantage: taking unauthorized material into an assessment environment, disrupting an assessment by misconduct, any effort at passing on information related to an assessment, failures to comply with assessment instructions, impersonating another student, stealing assessment materials.

Attendance

Requirements and Verification

Virtual School Hours: 8:30 am – 3:09 pm. Students are late at 8:35 am.

Per the Philadelphia School District Continuous Learning Plan Policy, Edward Gideon School will track and report daily attendance. Every student must participate in remote learning every instructional day. Schools will provide students in Grades one (1) through eight (8) access to six and one half (6.5) hours of instructional time each school day and students in Kindergarten with access to four (4) hours of instructional time each school day. Absences during remote instruction will be noted, and any resulting attendance interventions administered, according to the School Board Attendance Policy. Schools shall seek and receive daily visual, verbal, and/or written verification of student participation in instructional time.

Attendance expectation accountability includes the following:

○ **Teacher phone contact with the student**

○ **Teacher phone contact with a parent or guardian**

○ **Virtual instruction attendance log through Google Meet**

○ **Student work completion through virtual platform**

Grading Scale

Grades 1-8 use the following grading scale as approved by the Philadelphia School District.

Letter Grade	Numerical Grade
A	90-100
B	80-89
C	70-79

D	65-70
F	64 and below

Make-Up Work

Students with absences are expected to complete the work missed. The student should communicate with teachers within 2 school days of returning from absences to plan to complete work missed. The teacher will allow a reasonable amount of time for the student to make up his/her work. A reasonable amount of time should be at least a day for each day of absence plus one extra day. The student has the sole responsibility to complete the work for his or her courses. Edward Gideon teachers will remotely support and/or tutor students as needed over the course of the academic term. Any student who needs support should inform the teacher and participate in **virtual office hours/tutoring.**

Parents play a vital role in their child's remote education. Parental support and encouragement are critical for students working in online courses. Parents shall ensure access to the necessary technology to support digital learning.

Monitoring of a student's progress will be a key component to student success and should occur at regular intervals during the day and week. Edward Gideon teachers will make several individual contacts with students and parents during the academic term, but ultimately the student must take the initiative to complete the online work to stay on track for completion. Students who fall significantly behind or who struggle with completion may be required by the teacher to attend tutoring or academic support sessions to develop the skills needed to ensure their completion of the content. In the event that a student isn't making sufficient academic progress or is not on track to complete the online work, or his or her attendance or behavior doesn't meet the expectations for Gideon Remote Learning, he or she will be placed on an Individual Learning Plan (ILP).

Student/Parent Support and Guidelines for Special Services

Edward Gideon School will continue to provide appropriate services for our special populations. Below, you will find a description of special services provided by Gideon to our students who are learning in the remote environment.

English as a Second Language/ILP

Upon initial enrollment in the Edward Gideon School, the parents of all students will complete the Home Language Survey. Students requiring screening in grades K-8 will be screened using a WIDA screener (WAPT for kindergarten and WIDA Screener for grades 1-8). If your student qualifies for ESL services, you will be contacted with additional information. Any returning English Language Learner who has not tested English Proficient (using the state's exit criteria for the spring 2020 WIDA Access test) will continue to receive ESL instruction during the 2020-21 school year. All students needing ESL services will receive them through either on-site or remote instruction, according to state and federal guidelines. Student testing and other sources of student performance will be used to establish learning goals and to create an Individual Learning Plan (ILP) that is reviewed and updated each four and one-half weeks. Remote instruction will be provided through Google Classroom in K-8, which may include synchronous or asynchronous

assignments, instructional videos, activities to be done with family members, and/or live video chats with instructors.

Multi-Tiered System Supports (MTSS)

All students will be universally screened in Reading, Math, and Writing and all data will be considered by the MTSS team to determine if services are needed. Students in K-8 will be screened using Aimsweb tests. If your student qualifies for MTSS services, we will contact you with more information. Any student needing MTSS services will receive them remotely, according to state and federal MTSS guidelines. These guidelines include daily research-based intervention of appropriate duration and intensity, bi-weekly testing in the area of need, review of progress by the team to determine growth and modify future intervention to meet needs, and monthly communication with parents about student progress. As in classrooms, instruction will be provided through Google Meet Classroom in K-8 which may include synchronous or asynchronous assignments, instructional videos, activities to be done with family members, and/or live video chats with instructors. Further instructions and ways to contact the MTSS team for assistance will be provided on our MTSS course for families of students receiving intervention. For families of students in K-8, please note that intervention will begin after the universal screening process has been completed.

Special Education / IEP

Students with disabilities will be provided with special education instruction and related services per the student's Individualized Education Plan. Special education students will utilize the Academic Procedures on page 2 of this handbook. IEP meetings will be held via teleconference or video conference. Questions regarding testing or special education programming should be directed to the Special Education Consulting Manager at Edward Gideon School.

504

All accommodations for students with a 504 services plan will be provided by both the remote learning teacher.

Homeless

Edward Gideon School is a community school and with the support from our community school coordinator, Gregory Wright, we will continue to provide services to students and their families. Services will be provided remotely via phone calls, emails, and online meetings. As a community school, we will ensure all necessary information is posted on our website and widely shared through School Messenger.

School Counseling & STEP

School counselors and schools with the STEP Team will regularly schedule check-ins with students learning at home during remote learning. Additional mental and emotional health services will be available to families by contacting our school counselor. If you or a family member is in a mental health crisis, please call the Philadelphia Children's Crisis Response Center at 215-878-2600. To report suspected child abuse or neglect, call 877-237-0004. The National Suicide Prevention Lifeline provides 24/7, free and confidential, support for people in distress as well as prevention and crisis resources for you or your loved ones. Contact the National Suicide Prevention Lifeline at 1-800-273-8255 or text "Home" to 741-741.

STEP Clinical Coordinator:
-A full time Social Worker who leads the STEP team and all of their work within the school community. They can provide therapeutic support to students and families through individual, group and family therapy sessions during the school day. They can also help with any mental health crisis situation that may arise during the school day, assist with and make referrals to outside mental health supports, and finally, they support the overall school community around self-care and vicarious trauma.

STEP School Behavioral Consultant (SBC):
-The SBC can work with teachers to design thoughtful behavioral interventions for students in the classroom when teachers have exhausted their own ideas. In addition, they can provide classroom observations to assist with behavior planning and coach teachers and model behavioral interventions in the classroom. They can also provide individual and group therapy to students, assist with de-escalation for students, and assist with supporting and assessing behavioral health emergencies.

STEP Case Manager:
-The Case Manager can provide one-time or on-going case management services to students and families to support with things such as
- Homelessness
- Access to outside mental health resources
- Assistance with medical coverage and accessing welfare benefits
- Access to services to meet basic needs (food, clothing, utilities etc)
- Referral to afterschool and summer programs
- Home visits to check-in on families and offer moral support

STEP Family Peer Specialist:
-A specially trained caregiver with lived experience who can support students and their families through behavioral health or social services issues that impact academic progress. They can help parents/guardians navigate the mental health system and determine the best form of support and intervention for their child.

Community School Coordinator & VISTA - The Community School Coordinator supports strategic partnerships and programs that promote wellness, stability, and learning opportunities for students, families, and neighbors. The Community and Parent Engagement VISTA will create a system of capacity-building opportunities to increase volunteer opportunities for families and community members to support and to engage in school-based activities and events that enhance school climate.

Meals
All Edward Gideon students who are learning at home may still participate in daily breakfast and lunch services. Please see the Philadelphia School District website for meal distribution sites.

Technology Device and Internet Access
Technology devices will be available for all students participating in virtual (Remote Learning) and will be issued by each student's traditionally assigned school. If a student device is available in the home, parents may choose to use that home device; however, the district technology staff will be unable to provide technical support for home devices. While efforts will be made to issue similar devices across the district, some school-level variation may occur. All students will only be issued a technology device for remote learning upon acceptance of the Edward Gideon School

Technology Acceptable Use Policy. Teachers have been trained in using these devices to integrate technology into their curriculum through digital resources, collaboration, and Google Meet platforms. A schedule for digital device pick-up will be forthcoming.

If it is determined that a device needs to be replaced or repaired, the student/parent should contact their teacher at their earliest convenience. Every effort will be made to provide a replacement device at that time. In the event that a replacement device is not available, the device will be repaired and available for return to the student as soon as possible.

Responsible Internet Use and Digital Citizenship

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school system. The use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any US or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges:
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what is inappropriate use, and their decision is final. Also, system administrators may suspend privileges at any time.

Net Etiquette:
- Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Avoid offensive or inflammatory speech.
  - Be courteous and polite.
  - Use appropriate language.
  - Profanity or obscenities are not permitted at any time.
  - Do not use the network in any way to disrupt the work of others.
  - All communications and information accessible via the network should be assumed to be private property.
  - Users may not quote personal communications without the author's consent.

Vandalism:
- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

An exception to terms and conditions:
- These terms and conditions reflect the entire agreement of the parties and supersede all prior oral and written agreements and understandings of the parties.

Accommodations

Students who have an active IEP, 504, or ILP will receive Academic accommodations as stated in their most recent plan.

Remote Learning Classes: Grades K-8

Edward Gideon's remote learning classes will be facilitated by Edward Gideon teachers selected by the district and will follow the Pennsylvania State Academic Standards. The teachers will participate in district training specific to teaching in the remote and online environment. Students in grades K-8 will participate in classes focused on the following content areas:

- English Language Arts
- Math
- Science
- Social Studies
- Physical Education
- Computer Technology
- Dance
- Coding

Remote learning teachers will facilitate students' progress in their classes through online written feedback, live video-based lessons, and communication with parents. Attendance at live sessions, engagement in online work, and progress for our students are closely related. Remote teachers will prioritize communication with parents of K-8 students on a regular basis and will closely monitor the engagement of students in their online work. Certain aspects of the work will be self-paced.

When remote learners return to the face-to-face classroom, Edward Gideon School expects a seamless transition for students returning to traditional instruction.

Social Media Outlets

Edward Gideon School will use the following outlets to provide information to parents:

Twitter (**@egideonk8**)

Instagram (**egideonk8**)

Edward Gideon School Website (**https://edwardgideon.philasd.org**).

Calendar

9/2/2020- First day of school for students Grade K-8

9/7/202- Labor Day, Schools and Administrative Offices Closed

9/28/2020- Yom Kippur, Schools and Administrative Offices Closed

10/16/2020- Professional Development Half Day, 3-hour Early Dismissal

10/19/2020-Interim Reports

10/20/2020-Interim Reports

10/21/2020-Interim Reports

11/3/2020- Election Day, School Closed for students and Staff

11/11/2020-Veterans Day, School Closed and Administrative Offices Closed

11/23/2020-Report Card Conferences

11/24/2020-Report Card Conferences

11/25/2020-Report Card Conferences

11/26/2020-Thanksgiving Holiday, Schools Closed and Administrative Offices Closed

11/27/2020-Thanksgiving Holiday, Schools Closed and Administrative Offices Closed

12/21/2020- Interim Reports

12/22/2020-Interim Reports

12/23/2020-Interim Reports

12/24/2020-Winter Recess, Schools Closed

12/25/2020-Winter Recess, Schools Closed and Administrative Offices Closed

12/28/2020-Winter Recess, Schools Closed

12/29/2020-Winter Recess, Schools Closed

12/30/2020-Winter Recess, Schools Closed

12/31/2020-Winter Recess, Schools Closed

1/1/2021-New Year's Day School and Administrative Offices Closed

1/15/2021-Professional Development Half Day, 3-hour Early Dismissal

1/18/2021-Dr. Martin L. King Day, Schools and Administrative Offices Closed

2/3/2021-Report Card Conferences

2/4/2021-Report Card Conferences

2/5/2021-Report Card Conferences

2/12/2021-Lunar New Year- Professional Development Half Day, 3-hour Early Dismissal

2/15/2021- Presidents Day- Schools Closed and Administrative Offices Closed

3/1/2021-Interim Reports

3/2/2021-Interim Reports

3/3/2021-Interim Reports

3/26/2021-Professional Development Half Day, 3-hour Early Dismissal

3/29/2021-Spring Recess, Schools Closed

3/30/2021-Spring Recess, Schools Closed

3/31/2021-Spring Recess, Schools Closed

4/1/2021-Spring Recess, Schools Closed

4/2/2021- Good Friday, School Office and Administration Offices Closed

4/7/2021- Report Card Conferences

4/8/2021- Report Card Conferences

4/9/2021- Report Card Conferences

5/4/2021- Schools Closed - Tentative Election Day

5/13/2021- Eid -al-Fitr, Schools Closed

5/28/2021-Professional Development Half Day, 3-hour Early Dismissal

5/31/2021- Memorial Day, Schools Closed

6/11/2021- Last Day for students

6/14/2021- Last Day for staff/ Professional Development

*For the months of September & October Staff Development will be every Friday ½ day 3-hour dismissal – virtual learning hours will be 8:30 am – 12:00 pm.