



Students & Parents Expectations for Virtual Learning

DAILY STUDENT EXPECTATIONS FOR LEARNING:

- Attend and participate daily for either synchronous or asynchronous learning sessions. Students should be signed in by 8:28am every morning awaiting teacher login promptly at 8:30am to start Morning Meeting. Students signing in after 8:30am will be marked late.
- Properly care for technology and other learning materials provided by the school.
- Check daily communications in your assigned web based platform. Google classroom will be utilized for instructional and specific classroom communications between teacher and student/parents. These communications will include but not limited to: weekly learning objectives, assignments, homework, instructional questions/concerns. Classdojo will be utilized for school-wide communications and posts from specialist teachers. (Google Classroom...) by your teachers.

STUDENT DAILY SCHEDULES

Start Time: 8:30am

End Time: 3:09

SAMPLE STUDENT SCHEDULE K-5

Morning Meeting: 30 mins

Literacy: 120 mins

Lunch: 45 mins

Math: 90 mins

Specials Time: 45 mins

Brain Break: 15 mins

Social St/Science: 45 mins (2x a week)

- Students need to complete learning activities for each class by the date identified by the teacher. Learning activities may be completed digitally, in students workbooks, or tangible packets.
- Check for communications and/or feedback from teachers and respond to any teacher email or question on assignments within 24 hours, Monday-Friday.
- Establish a good work space at home (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.)
- Be sure to follow the set Norms and Participation Expectations established by your teachers. Proper behavior and interaction with each other online is mandatory.
- Expectations for student interaction virtually with students and staff is the same expectation as if in the classroom. Follow appropriate internet rules, policy and procedures. Adhere to the Student Code of Conduct.





We Are 5 STAR SUPERSTARS	We STRIVE to be our BEST
<p>Be: Respectful Responsible Safe Peaceful Kind</p> 	 <ul style="list-style-type: none">Stay FocusedTake ResponsibilityRespect EveryoneInspire OthersValue EducationExpect Success

● Your teacher may include videos, notes, & slide decks of materials to help you learn the content:

- Written assignments, online quizzes, reading, or other work to be completed independently, may be included.
- This may include live check-in via video or text chat during scheduled available times per class.
- Videos or screencasts may be posted of presentations, explanations, etc.
- Students may be asked to record themselves -- for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc. **Video recordings of students are solely used for teacher instruction and feedback. Recordings of students will not be posted in a public forum without parent consent*
- You will be using features in google classroom that you are familiar with such as modules, assignments, & quizzes. You will also have access to previously presented content to review as needed.

SPECIAL EDUCATION

- Special Education staff will continue to provide services for students to the best of their abilities through a virtual format.
- Families should contact their special education case manager with specific questions pertaining to their child's IEP.
 - Students whose IEP requires 1 to 1 support will receive support from a Special Education Assistant in addition to instruction from their teacher.





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I NEED HELP!

- Communicate concerns as they arise. Please reach out to your teachers, counselor, or principal should you need extra support with your academics, work load or need to connect with an adult. See resource contacts listed below.

Tech Support	<p>For supports with technology platforms or accessing passwords please reach out to Mr. DeMeno at mdemeno@philasd.org</p> <p>To obtain new technology, internet issues, or issues with accessing grades online please contact Tech Support at 440. 215.400.5300. Also the offices are open for in person support Mon-Fri 9am-2pm.</p>
General Academics	<p>o For elementary students in K-2 grade, parents should contact their child's classroom teacher via email. If a response is not given within 48 hrs please reach out to the administration.</p> <p>o If students have questions, grades 3rd-5th students are encouraged to contact the teacher via their District-issued email or Google Classroom. We encourage students to remain patient for teachers to provide a response, as teachers may be assisting other students. If a response is not given within 48 hrs please reach out to the administration.</p>
SBTL, Interventions and Small Group Support	<p>For supports in grades Kinder - 2nd , please reach out to Ms. Titano at smtitano@philasd.org</p> <p>For supports in grades 3rd-5th, please reach out to Mr. Johnson at rjohnson8@philasd.org</p>
ESOL & Translation	<p>For supports in grades Kinder-5th , and with translation please reach out to Ms. Gomez at egomez@philasd.org</p>
Special Education	<p>For support with Special Education, reach out to your child's case manager which is most likely his/her classroom teacher.</p> <p>Speech & Language: Ms. Briskey at abriskey@philasd.org</p> <p>School Psychologist: Ms. Messer at mmesser@philasd.org</p> <p>General Special Education Concerns: Ms.Easley at yeasley@philasd.org</p>
Self Care	<p>School Counselor: Ms. Stephanie Booth at sbooth@philasd.org</p> <p>Health & Immunizations: Nurse Young at syoung@philasd.org</p>





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Attendance General Questions	Reach out to our secretary Ms. Velez-Ardon at mvelezardon@philasd.org
Still need support	Principal Johnson at rjohnson8@philasd.org

STUDENT ATTENDANCE

- Students are expected to attend class every day. Same protocol is in place as it was in the school building. All absent communication such as doctor's notes, or sick notes need to be scanned to our secretary for documentation. **If a scanner is unavailable, take a picture and forward to the school secretary.**
- Students need to complete learning activities for each class by the date identified by the teacher. If there is extended research/project, there may be a daily check-in or reflection on progress.
- Classroom teachers will reach out to the student's parents/guardian who have been inactive for two days. If the teacher is unable to get a response or is unable to resolve the attendance issue, teachers will then report these individuals to the counselor for additional support. The Attendance Team will monitor those students who have been reported by the teacher as being inactive as well as implement additional supports.

Student's Commitment

1. **My Best Effort-** I understand that my education is important, and I will always work, think, and behave in the best way I know how and do whatever it takes for me to learn.
2. **Attendance and Timeliness-** I understand the need to be on time for school everyday by logging in by 8:28am; ready to learn. I will ask for and make up all missed assignments.
3. **Uniform-** I will wear my Moffet Elementary uniform shirt properly every day, when possible and follow the school dress code.
4. **Homework-** I will complete all of my homework and read every night. I will not offer excuses; I will seek the help I need to complete all of my homework in a top-quality manner.
5. **Communication-** I will be respectful to all school members and to school property. I will deliver to my family notices and other communications sent from the school.

HOW CAN PARENTS & GUARDIANS SUPPORT at HOME?

1. Monitor students log on and assure students are completing course content. Homework will be assigned and will count towards student participation grade.
2. Assure students log on for synchronous learning experiences and complete assigned assignments for asynchronous learning. Students will need additional support during asynchronous learning activities.





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3. Assure students have time for digital learning experiences that are not during scheduled learning times.
4. Provide a decluttered quiet space for learning. Helps students keep their materials organized and ready for daily use.
5. Assure proper care of technology and learning resources.
6. Build positive relationships with school staff and have open communication with teachers to ensure students are supported in school and at home. Build a common language with staff so students see the connections as well as the matching expectations between home and school. Share concerns as needed.
7. Review student work and when possible discuss content with children. Reach out to staff members and classroom teachers for additional information and support.
8. Support student's adherence to all safety precautions, rules and policies.
9. Help students develop a daily schedule that includes a balanced breakfast, lunch and snack throughout the day. Maintain a schedule that provides adequate rest.
10. Attend school informational meetings, parent conferences, and town halls, virtual community building events to gather as much information ensuring students stay in the know.

Parent's /Guardians' Commitment

1. **Timeliness/ Attendance-** I understand that every school day is important and I will ensure that my child arrives on time, ready to learn. If my child needs to miss school, I will contact the school in writing to get makeup work for my child's absence.
Support & Homework- I agree to support my child's academic work by communicating regularly with my child's teachers and/or case manager, by scheduling appointments to talk with them as needed, and by attending all Family/Teacher meetings to discuss report cards or progress reports.
2. **Independent Reading-** I understand that my child should read a book or text of interest every night for *at least* 20 mins for Kinder-2nd grade; 30 mins 3rd-5th grade.
3. **Communication-** I will do all I can to maintain two-way communication with the school. I will read letters and notices received from the school and will return phone calls from school staff within a timely manner. I will sign up for DOJO to receive school alerts. If I am asked to attend a virtual meeting regarding my child's education or behavior, I will be there.

***Please acknowledge you and your child understand the contents of the digital handbook by signing the Digital Handbook Acknowledgement form below:**

Digitally Sign: <https://forms.gle/pHU1Q6rMF2tAWSND9>

