FAMILY REMOTE LEARNING HANDBOOK
A supplement to the Instructional Continuity Plan

APRIL 2020

St. Lucie PUBLIC SCHOOLS
STLUCIESCHOOLS.ORG
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GUIDELINES and SUPPORT FOR HOME INSTRUCTION

- Our highest priority is the health and safety of our students, families and employees. Please continue to take care of yourself.
- During the Home Instruction period, all full-time school staff will continue to support our students.
- All students will participate in remote learning through two programs, our Learning Management System called CANVAS and our communication system called TEAMS.
- Teachers will communicate regularly with students and parents through TEAMS messaging, video-based instruction, emailing and phone. (Phone numbers may appear as unknown on your phone).
- All students must sign on to Canvas each day for Attendance Check-ins and daily announcements and assignments from the Teacher. Students will also be assigned supplementary work through other programs and Secondary Students will have direct instruction through Edgenuity for some Core Classes.
- **Tech support is available by calling 429-HELP.** If you have a question, please reach out and ask.

**TIPS FOR A PRODUCTIVE DAY**

1. **Be a Responsible Digital Citizen.** See our website and Appendix A for tips.
2. **Create a daily schedule.** Try to stick to your normal routine as much as possible. Set a designated wake up time and decide on times for each class. Think about your typical school schedule and try to structure your day similarly. It’s not always possible to keep the schedule but attempting to structure your day is very helpful for students to keep a routine.
3. **Set reasonable goals.** Learning remotely is new for many of our students and families. Don’t expect things to go perfectly smooth from the start – it is okay if you don’t figure it all out in the first week.
4. **Create a workspace.** It can be a desk, a table, or a space in your home that’s dedicated to your schoolwork and is as distraction-free as possible. Make it comfortable because you will be spending a lot of time there. Add a plant or two. Put some photos or a cool drawing up. Make it a place you love.
5. **Get up and move in between classes.** It is even better if you can walk outside for a minute just for some fresh air. Do some jumping jacks or have a mini dance party—something to get your blood flowing. This will help to give you a burst of energy, wake up your body and brain, and get you ready to settle in for your next class.
6. **Get dressed every day.** While hanging in PJs is tempting, putting on some regular clothes helps us shift into a work mindset and be more productive.

**Resource Sites for Families and Students**

SLPS DISTANCE LEARNING FOR FAMILIES [https://www.stlucie.k12.fl.us/distance-learning/](https://www.stlucie.k12.fl.us/distance-learning/)
COMMONSENSE.ORG: [https://www.commonsense.org/education/coronavirus-resources](https://www.commonsense.org/education/coronavirus-resources)
SAMPLE SCHEDULE

There are many ways to set up a schedule. Samples provided are only intended to provide examples.

<table>
<thead>
<tr>
<th>Suggested Times</th>
<th>Middle School Student Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30am – 8:00am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:00 – 9:00am</td>
<td>ELA</td>
</tr>
<tr>
<td>9:00 – 9:30am</td>
<td>Brain Break / Social Emotional Learning</td>
</tr>
<tr>
<td>9:30 – 10:30am</td>
<td>Social Studies</td>
</tr>
<tr>
<td>10:30 – 11:30am</td>
<td>Science</td>
</tr>
<tr>
<td>11:30 – 12:00pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>12:00-12:30pm</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>12:30 – 1:30pm</td>
<td>Math</td>
</tr>
<tr>
<td>1:30 – 2:30pm</td>
<td>Student Practice/Supplemental Instruction (iReady, Achieve3000, Algebra Nation, etc.)</td>
</tr>
<tr>
<td>2:30 – 3:30pm</td>
<td>Teacher “Office Hours” via TEAMS</td>
</tr>
<tr>
<td>3:30-4:00pm</td>
<td>Parent Monitoring</td>
</tr>
</tbody>
</table>

ONLINE TOOLS & APPLICATIONS

SLPS has a robust set of tools and on-line curriculum resources to support learning in every grade level and subject area. Each program has embedded tools for accommodations for students with special needs as well. Please visit our district website regularly for clear directions, videos and support in multiple languages.

MENTAL HEALTH & SOCIAL EMOTIONAL RESOURCES

Self-Care
Take care of yourself and your family. Spend time addressing your own needs, thoughts, and emotions. Evaluate your personal support systems and align with those who care for you. At times, take a mental break or a short walk. Self-evaluate any life-stressors and develop prevention and coping strategies. Consider working with your school counselor on resources to nurture yourself and your personal relationships, all while providing stress management and positive recreational activity techniques.

Mental Health Curriculum
Students in grades 6-12
Secondary students should continue making progress towards the 5 hours of required instruction using EVERFI. Students should complete the lessons outlined in the Character Playbook to ensure the requirement is met. Teachers will be incorporating these lessons into your instructional day.
**Student Support Resources**

Students still have access to school counselors, social workers, mental health counselors, and school psychologists. School Counselors and Deans will be actively involved in monitoring student performance and/or providing interventions. Please reach out to your school if you are in need of assistance.

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**St. Lucie Public Schools school psychologists, social workers, and mental health counselors are available for parents/guardians who have concerns about their children's social, emotional and behavioral health.**

- Parents/guardians may call **429-4510** between the hours of 8:00 a.m. and 3 p.m., Monday through Friday beginning Wednesday, March 25th to speak with a SLPS school psychologist, school social worker, or mental health counselor.
- Topics of conversation should be focused on educationally relevant topics, such as how to help my child maintain a routine during COVID-19 and strategies to address anxiety during this time.
- Callers should be aware that conversations do not constitute a counseling relationship, however if additional supports are requested staff may provide families with information to link them to school and/or community resources.

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**CLASSROOM COMMUNICATION GUIDELINES**

In the virtual classroom, student and teacher contact is vital. It supports students’ learning processes and increases on-task learning, reduces off-task behavior, and embraces parents as learning coaches. Communication and collaboration with your school and classmates is also important.

All teachers are available for calls during school hours. Students are provided contact information and TEAMS should be used for phone calls and conferencing.

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**REMOTE LEARNING HELP**

If you have a question, please reach out to your teacher for assistance. If your issue is technical beyond the teacher’s scope, **district help desk for technical support is available by calling 429-HELP**.

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**EMAIL**

Teachers will check their email daily. In addition, students may utilize the message center in **CANVAS**. All teachers will answer messages in a timely manner. TEAMS can also be used to ‘chat’ with teachers and classmates. All communications will be monitored by teachers.
STUDENT ATTENDANCE

Attendance is still a requirement in an online setting and is a record that is frequently monitored for compliance. Teachers will continue to take student attendance in Skyward.

Students will verify attendance each day by going to the Canvas Dashboard. Please click on the Attendance form to verify that you are present. Teachers will document absences in Skyward. In Elementary School, students receive a daily attendance mark. In Secondary Grades, student attendance is marked in each course, in the same manner as in a regular school day. Please click to verify attendance in all subject areas. For high school courses on a block schedule, attendance must be verified at least once every other day. It is recommended to follow your existing alternating day schedule for attendance purposes. Absences will be entered into Skyward the following day in order to allow students to work on a flexible schedule including evening time if that works better for a student or family.

If school staff are unable to contact the student for three consecutive days, you will be contacted by a School Staff Member. Excessive absences will result in a referral to a School Social Worker for additional support.

ASSIGNMENT SUBMISSION AND GRADING

Processes for submitting assignments will be explained by your child(s) teachers. There are multiple methods for students to verify what they have learned. Examples could include completing lessons directly in Canvas or Edgenuity, uploading photos, sharing video presentations, emailing, chats, and participation in live lessons or small group instruction. It may be necessary for a student to verify their learning through phone or video-based assessments.

Mid-term and Final Grade Calculations

For the 2019-2020 school year, local final exams and State End-Of-Course Exams have been cancelled. Therefore, the second semester final grade calculation policy and the EOC course mid-term and final grade calculation in the Student Progression Plan are waived and replaced with the calculations below:

Grading Calculations:

For regular courses

Second Semester Final Grade:

50% = 3rd quarter classroom grade
50% = 4th quarter classroom grade
100% = Final Grade

EOC Courses:

Mid-term grade:

50% = 1st quarter classroom grade
50% = 2nd quarter classroom grade
100% = Mid-term Grade

Second Semester Final Grade:

50% = 3rd quarter classroom grade
50% = 4th quarter classroom grade
100% = Final Grade
STATE’S CANCELLATION OF STATE ASSESSMENTS AND HOW IT IMPACTS STUDENTS SY1920

State assessments have been cancelled for the 2019-2020 school year. Below is an outline of how this may impact you.

- **Current seniors:** If a senior is expected to graduate in spring 2020 and has not met the exit criteria for Algebra I EOC and/or Grade 10 ELA FSA, or earned a concordant score, the requirement to pass the tests will be waived. However, students must still earn the necessary credits and meet the GPA requirements to graduate.

- **Non-seniors:** The Department of Education is waiving the requirement for non-senior students who are currently enrolled in a course that requires an EOC to take the associated EOC this year. However, non-seniors who have yet to pass the Grade 10 FSA ELA must still meet the exit criteria by passing that assessment during a future administration or earning a concordant score. Though non-senior students enrolled in the EOC course of Algebra 1 are not required to take the Algebra 1 EOC, they must still meet the mathematics assessment graduation requirement by either passing the Algebra 1 EOC (offered four times each year) during a future administration, earning a concordant score, or passing the Geometry EOC during a future administration.

- **30% for final grade:** For students currently enrolled in courses that include a statewide EOC to be factored into the student’s grade, this requirement will be waived. See Grade Calculation section for details.

- **Grade 3 promotion:** Generally, the Grade 3 ELA FSA is a key component districts use to make promotion decisions. Since this data will not be available due to the cancellation of statewide assessments for the 2019-2020 school year, promotion decisions should be made in consultation with parents, teachers, and school leaders based on the students’ classroom performance and progress monitoring data.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Please consult with your child’s teacher and ESE Specialist for any specific questions regarding the IEP. Student Services will continue to provide staff and families with information via handbooks and website.

**RESOURCES FOR ENGLISH LANGUAGE LEARNERS (ELLs/ESOL)**

The following programs listed in the chart below are available for ELL students to access at home for support with Distance Learning.

Students can access all programs through Parents & Students Learning Resources tabs. For students who currently have an account, the username is: 562(complete ID here) } password = lunch number

If a student needs an account, please contact the English teacher or ESOL/ELL contact on your campus.
Below is the eligibility criteria for each program.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Content Area</th>
<th>Grade Levels</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imagine Literacy</td>
<td>Literacy (reading and writing)</td>
<td>Pre-K – 12</td>
<td>Provides directions in 15 different languages</td>
</tr>
<tr>
<td>Imagine Math</td>
<td>Math</td>
<td>3 – 12</td>
<td>Content is available in English and Spanish</td>
</tr>
<tr>
<td>Insync Education</td>
<td>Literacy, Math, Science</td>
<td>K – 12</td>
<td>Content is available in English, Spanish and Haitian-Creole</td>
</tr>
</tbody>
</table>

**TRANSLATION RESOURCES**

**Microsoft Translator**: Application that can be downloaded in any digital devise.

**Google Translate**: Online translation site

**Microsoft Word Translation feature**: Word documents can be translated using translation feature under the review tab.
STUDENT CODE OF CONDUCT

Student Standards of Conduct are still in effect. Please review the St Lucie Public School Acceptable Use Policy and the Student Code of Conduct.

SLPS Acceptable Use Policy (AUP)

It is a general policy that St. Lucie County School District networked resources, are to be used in a responsible, efficient, ethical and legal manner in accordance, with the mission of the District School Board of St. Lucie County and Board, Policy. Guidelines have been established for all users of the network. The guidelines can be found at http://www.stlucie.k12.fl.us/pdf/acceptable-use-policy.pdf

Telecommunications Acceptable Use Agreement

During the unexpected closure, school-aged students will continue to receive school breakfasts and lunches at specific school sites serving as food distribution locations. A school resource officer and/or school safety guardian will be assigned to each school that has been identified as a meal distribution site. Their presence will facilitate the safe and orderly preparation and distribution of meals during school closures. Food service procedures are subject to change.
Any changes in distribution would be shared with parents and students.

On-site Preparation and Service
Food service workers will prepare meals at a school in the district. Meals will include breakfast and lunch. The breakfast and lunch will meet USDA-SFSP requirements, if possible. Schools will have a drive-up process in place to distribute meals from 11:00 AM – 1:00 PM. Parents and guardians can drive, bike, or walk to these locations. Children do not have to be present to receive a meal, but parents must provide one of the following forms of identification for children who are not present at a serving site:

- School ID (any school - MCSD-operated school, charter or private)
- Birth certificate/passport/religious record
- Library Card
- Progress Report/Report Card
- Daycare record

On Mondays and Wednesdays, the meal packages contain 2 breakfasts and 2 lunches. On Fridays, the meal package contains 1 breakfast and 1 lunch.

There will be a modified schedule for week 4/6-4/10, due to the school holiday on April 10th.

North County (Green Zone)
- CA Moore Elementary School, 827 N. 29th Street, Fort Pierce, FL 34947
- Forest Grove Middle School, 3201 S. 25th Street, Ft. Pierce Fl, 34981
- Francis K. Sweet Elementary, 1400 Avenue Q, Ft. Pierce Fl, 34950
- Lakewood Park Elementary, 7800 Indrio Road, Ft. Pierce Fl, 34951
- Weatherbee Elementary, 800 E. Weatherbee Road, Ft. Pierce Fl, 34982
- Westwood Academy, 1801 Panther Lane, Ft. Pierce Fl, 34947

East County (Blue Zone)
- Morningside Elementary, 2300 SE Gowin Drive, Port St. Lucie Fl, 34952
- Northport K8, 250 NW Floresta Drive, Port St. Lucie Fl, 34983

West County (Red Zone)
- Bayshore Elementary, 1661 Bayshore Blvd, Port St. Lucie Fl, 34984
- Manatee K8, 1450 SW Heatherwood Blvd, Port St. Lucie Fl, 34986
- Oak Hammock K8, 1451 SW California Blvd, Port St. Lucie Fl, 34953
- West Gate K8, 1050 NW Cashmere Blvd, Port St. Lucie Fl, 34986
- Windmill Point Elementary, 700 SW Darwin Blvd, Port St. Lucie Fl, 34953

THIRD-NINE WEEKS REPORT CARDS

Report cards will be posted to the Student’s Skyward Access or Family Access under Portfolio. Report cards will begin posting Monday April 6th through April 7th.

| St. Lucie Public Schools Skyward Access | https://student.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsEApplus/seplog01.w |
Login Id: Student’s 562 number
Password: Student Lunch Number
Login Area: Family/Student Access

Select: Portfolio

Select: 2020 Quarter 3 Report Card
The Report Card will begin to process.

Select: View Report

The Report Card Displays for the student

FORTH-NINE WEEKS REPORT CARDS

This will be reevaluated once more information is received.

2019-20 Grading Timeline

<table>
<thead>
<tr>
<th>GRADING PERIOD</th>
<th>INTERIM REPORTS</th>
<th>END OF NINE WEEKS</th>
<th>GRADING WINDOW OPENS</th>
<th>GRADING WINDOW CLOSES</th>
<th>ITS OPERATIONS PROCESSING WINDOW</th>
<th>REPORT CARD DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4TH QUARTER</td>
<td>THURSDAY, APRIL 28</td>
<td>TUESDAY, JUNE 2</td>
<td>ELEMENTARY TBA</td>
<td>ELEMENTARY TBA</td>
<td>TBA</td>
<td>ELEMENTARY TUESDAY, JUNE 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6TH - 11TH TBA</td>
<td>6TH - 11TH TBA</td>
<td>6TH - 11TH WEDNESDAY, JUNE 4</td>
<td>6TH - 11TH</td>
</tr>
</tbody>
</table>

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LOGGING INTO ‘Think Central’ and ‘iReady’

LOGGING INTO THINK CENTRAL AND IREADY

- Think Central (Go Math)
  - You must log into Think Central to access the interactive materials controlled in Canvas or to access GoMath assigned lessons.
  - Click the logo to access the site:

- iReady (Reading & Math)
  - You must log into iReady to access your student pathway or any teacher assigned lessons in iReady.
  - Click the logo to access the site:

Use the following information to sign on to Think Central and i-Ready

Log in: 56 number@stlucieschools.org
Pwd: lunch number
Canvas Help Guide

Sharing a Computer and Can’t Switch Accounts

Firefox:

- **Issue:** Browser is holding on to the data within Canvas.
- **Fix:** Need to clear the cookies of the Browser upon closing.
- **Steps:**
  1. Click on the  on the right side of the screen.
  2. Go to Options.
  3. Click on Privacy & Security.
  4. Click on “Delete cookies and site data when Firefox is closed.”
Canvas Help Guide

Sharing a Computer and Can’t Switch Accounts

Chrome:

- **Issue:** Browser is holding on to the data within Canvas.
- **Fix:** Need to clear the cookies of the Browser upon closing.
- **Steps:**
  1. Click on the [ ] on the right side of the screen.
  2. Go to Settings.
  3. Click on Privacy and security.
  4. Click on Clear browsing data.
  5. Be sure that all three boxes are clicked in Clear browsing data. Press clear data.
Canvas Help Guide

Sharing a Computer and Can’t Switch Accounts

Microsoft Edge:

- **Issue:** Browser is holding on to the data within Canvas.
- **Fix:** Need to clear the cookies of the Browser upon closing.
- **Steps:**
  1. Click on the ... on the right side of the screen.
  2. Select Settings.
  3. Click on Privacy and Services
  4. Under Clear browsing data, select *Choose what to clear every time you close the browser.*
  5. Turn on the Cookies and other site data toggle.
ROLES IN SUPPORTING DISTANCE LEARNING

1 SUPPORTING CONTINUOUS INSTRUCTION
Roles in Supporting Distance Learning

- **Students** will prepare for flexible & E-Learning days by:
  - Engaging in flexible and/or E-learning activities being offered by their teachers and/or the District.
  - Ensuring that they know the usernames and passwords for instructional resources that are accessible via the district portal and/or website.

- **Teachers** will prepare for flexible & E-Learning days by:
  - Providing instructional resources and materials through digital learning means such as Canvas and TEAMS.
  - Participating in group professional learning and attending virtual learning sessions intended to support distance learning.
  - Ensuring that they are monitoring District communication for up-to-date information regarding school closures & instructional continuation plans.

- **Families** will prepare for flexible & E-Learning days by:
  - Assuring that a device and internet access are available at home (complete the school survey to indicate the need for a device and/or internet access for at-home use if needed).
  - Ensuring that they are monitoring District communication for up-to-date information regarding school closures & instructional continuation plans.
  - Encouraging their students’ participation in flexible and E-Learning content.
  - Reviewing the appropriate grade-level information linked within the District website.
  - Ensuring that they know their students’ usernames and passwords for instructional resources that are accessible via the District portal and/or this website.
Take The Pledge!

GOOD DIGITAL CITIZENS:

- Respect Themselves
- Stand Up to Cyberbullying
- Respect Others
- Think Before They Post
- Protect Personal Information
RESPONSIBLE DIGITAL CITIZENSHIP 6-12

Student users of the School District’s computer, network, and internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. Respects One’s Self: Users will select online names that are appropriate and will consider the information and images that are posted online.

2. Respects Others: Users will refrain from using technologies to bully, tease or harass other people.

3. Protects One’s Self and Others: Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.

4. Respects Intellectual Property: Users will cite any and all use of websites, books, media, etc.

5. Protects Intellectual Property: Users will request to use the software and media others produce.

EXPECTATIONS
- Responsible use of the School District’s technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District’s mission.

- Each computer user has the responsibility to respect every other person in our community and on the internet.

- Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space.

- Users are expected to abide by the generally accepted rules of network etiquette.

- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.

- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware or unauthorized costs incurred.

VIOLATIONS
Violations may result in disciplinary action as provided in the Code of Student Conduct.
ONLINE MEETING MANNERS

ELEMENTARY

1. BE ATTENTIVE
   Find a quiet place away from noise so you and your classmates are able to focus.

2. BE ON TIME
   Join the meeting a few minutes early so you are prepared when it starts.

3. MUTE THE MIC
   Mute your microphone before you enter the meeting. Keep it muted until it is your turn to speak or called on.

4. BE RESPECTFUL
   Wait until others have finished talking before you speak.

5. STAY FOCUSED
   Keep the chat in your meeting about the topic being discussed.

6. VIDEO
   Have your video on and ready to go. Turn off your video if you need to get up for a moment.

7. LOGOUT
   Be sure to logout of the meeting when it is over.

SECONDARY

1. BE ON TIME
   Be prepared a few minutes before the meeting time arrives.

2. LIMIT BACKGROUND NOISE
   Find a quiet place away from noise. This will help others hear you when you need to speak.

3. MUTE THE MIC
   Mute your microphone before you enter the meeting. Keep it muted until it is your turn to speak or called on.

4. BE RESPECTFUL
   Use school appropriate language in posts and chats.

5. STAY FOCUSED
   Keep the chat in your meeting about the topic being discussed.

6. CAMERA
   Have your video on and ready to go. Turn off your video if you need to get up for a moment. Be aware of your outfit and background.

7. LOGOUT
   Be sure to logout of the meeting when it is over.