

## **SY21 Bak MSOA Student Distance Learning Guide - Rules, Policies, & Procedures** 8.10.20

**Documents may have revisions throughout the year – Updates will be posted on Bak’s SchoolMessenger page**

The SY21 Bak Student Distance Learning Guide - Rules, Policies, and Procedures was designed, in conjunction with district guidelines and those set forth by Bak MSOA, to provide guidance for distance learning. It is essential that parents, guardians, students, and school personnel carefully read this document, the SDPBC Student and Family Handbook, and other pertinent documents to ensure that all stakeholders understand and adhere to the rules, policies, and procedures for 2020-2021 Distance Learning. The School District of Palm Beach County will continue to respond to a rapidly changing situation with COVID-19. Consequently, revisions to this document may be necessary over the school year.

1. Please check the Bak SchoolMessenger Page at <https://msoa.palmbeachschools.org/>
  - a. Stay in touch with school - This is where pertinent Bak MSOA information is posted.
  - b. Important document are posted on this site – some that were not sent home and/or only pertain to a Brick and Mortar setting.
2. School District of Palm Beach County at <https://www.palmbeachschools.org/>
  - a. Students & Parents: [https://www.palmbeachschools.org/students\\_parents](https://www.palmbeachschools.org/students_parents)
  - b. **Documents that should be read/reviewed that contain District rules, policies and procedures.** Students and Family Handbook; K-12 Student Progression Plan; Student Code of Conduct
  - c. **Services and Support:** Transportation; Meal Applications for Free and reduced lunch program: Elementary, Middle and High School Education; 2-1-1 Community Helpline & Crisis Hotline; Behavioral and Mental Health; District Bullying Hotline: 561-434-8200 - Call, text or submit an anonymous form: Crime Stoppers; Food and Nutrition Services; Foster Care Services; Health Services; McKinney-Vento Program (MVP); Resources for Parents and Students Regarding Racism; Student Accident Insurance; Student Health - School Entry Health Requirements, Allergy, Asthma, School Nurses; School Police; Student Safety Programs and Services Ambassadors, Bullying Awareness and Support, School Climate, and Social Emotional Learning.

**DISTANCE LEARNING begins on August 31, 2020 AT 8:20 AM.** It is the expectation that every student participates in school EVERY school day, joins the scheduled Google Classroom when the class begins and stay engaged in the Google Classroom for the entire class period. Students will participate and complete/submit classwork just as they would do if they were in a brick and mortar school. Students will also be given assignments that will require work outside the regularly scheduled classroom time. It is NOT like the distance learning model that occurred last school year. Daily attendance in each class, during the scheduled time is mandatory. Students will receive grades in SIS, which will be part of their permanent record.

### **I. A Quick Look: DISTANCE LEARNING BEGINS August 31st**

1. Assistant Principals: Duty Day - 8:00 am to 4:00 pm
2. Teachers, Counselors, ESE Contact, and Magnet Coordinator: Duty Day is 8:10 am to 3:40 pm
3. Students: School Day - 8:20 am to 3:02 pm
4. Students must:
  - a. Follow the District’s Calendar and Bak’s SY21 Odd/Even Calendar (attached)
    - i. Odd Day: 1, 3, 5, & 7 and Even Day: 2, 4, 6, & 8
  - b. Attend school every school day - Follow the bell schedule and join the specified Google Classroom/Google Meet at the start of each class period.
  - c. Every teacher will have a Google Classroom, which will contain the Google Meet link, daily agenda, classwork, outside of the classroom assignments-homework, resources, and other pertinent information.

#### **SY21 Bak MSOA Distance Learning Bell Schedule**

- Period 1 or Period 2: 8:20 am to 9:58 am
- Period 3 or Period 4: 10:00 am – 11:28 am
  - Lunch: 11:28 am - 12:02 pm
- Period 5 or Period 6: 12:04 pm – 1:32 pm
- Period 7 or Period 8: 1:34 pm – 3:02 pm

## II. Attendance

Students must attend school each school day, follow the school calendar and bell schedule, log-in to the assigned Google Classroom at the start of each class, and remain logged-on until the end of class. Student attendance is marked in SIS for each class period (see explanations below).

- a. Present: Joined class on time and remained in the Google Classroom for the entire period.
- b. Unexcused Tardy: Students who attend the majority of the class, but did not join the Google Classroom when the class began (was late to class).
- c. Unexcused Absence: Students who do not attend class or miss more than 50% of the class time.
- d. Excused Absence/Tardy - For criteria, refer to the SDPBC Student and Family at Handbook at [https://www.palmbeachschools.org/Students Parents/student family handbook](https://www.palmbeachschools.org/Students%20Parents/student_family_handbook)

### How Do Parents/Guardians Report an Absence?

Per the SDPBC, parents and guardians are responsible for notifying the school when a child will be absent and informing the school of the reason for the absence within 24 hours of the absence. Regardless of the reason or length of absence, please document your child's absence(s) in the following manner:

- Go to the **Bak SchoolMessenger** page (<https://msoa.palmbeachschools.org>)
- Click on the **School Info** tab
- Click on the link: **Bak Attendance: Click here to report your child's absence(s)**.
- Complete and submit the form.
- If your child is going to be absent more than four consecutive school days, please notify your child's counselor so we can determine if additional services and support are needed.
- A consecutive absence of longer than three days requires a doctor's note.

**Make-Up Work:** For excused or unexcused absences, the number of days allowed to make-up work shall be the same as the number of days the student was absent. Modifications to the time frame should be made at secondary schools on block schedule. It is the student's responsibility to contact his or her teacher(s) about the make-up assignments and to complete all make-up work in a timely manner. Students will be assigned a "zero" until the assignments are submitted/graded.

## III. Communicating with Faculty and Staff

During Distance Learning teachers and school personnel may not be on campus during the school day. Therefore, email is the most efficient way to contact Bak faculty and staff. Bak faculty/staff emails follows the same format - *firstname.lastname@palmbeachschools.org*. For personnel with phone numbers, you may leave a voicemail. School personnel will respond to parent emails within two (2) school days of receiving the email (excluding weekends and holidays). Phone messages will have a three (3) school day response time. Please make sure to contact the appropriate person with your questions or concerns:

- a. **The Main Number** (561-882-3870) General school business- you will receive a prompt.
- b. **Student Services** (561-882-3871) Information and assistance to parents and students
- c. **School Police Officer** - Donald Silva (561- 882-3896)
- d. **Teachers** - The best/quickest way to get an answer to a question or concern is via email.
  - a) Students: Students should email their teacher if they have any questions, have issues with completing an assignment or accessing an assigned resource. In addition to email, students may seek extra support by contacting their teacher to set up a Google Meet during the teacher's "office hours" (3:10 am to 3:40 pm).
  - b) Parents: As stated previously, please email the teacher if you have any questions or concerns. If the email correspondence with the teacher did not adequately address the question or concern or the situation necessitates a conversation, the parent may email the teacher to request a phone call or Google Meet. This will be scheduled during the school day when the teacher is available.
- e. **Assistant Principal**- if your child is unable to complete his/her work due to not having a functional laptop/losing internet service or you have questions regarding general rules, policies, and

procedures that the teacher or counselor are unable to answer. Assistant principals are assigned based on the students' last names.

**Assistant Principal:** A.P.s are assigned based on the students' last names.

- a) A- F: Misty Connelly (561-882-3818 or 561-420-1232)  
Misty.connelly@palmbeachschools.org
- b) G-M: Timothy Regula (561-882-3840 or 561-891-9258)  
Timothy.regula@palmbeachschools.org
- c) N-Z: Crystal Clark (561-882-3874 or 561-351-0658)  
Crystal.clark@palmbeachschools.org
- f. **School Counselor and 504 Contact** - If your child needs counseling, service, or accommodations or you have general questions. Counselors are assigned based on the students' last names.
  - a) A- F: Pamela Jackson (561-882-3825) - Pamela.jackson@palmbeachschools.org
  - b) G-M: Shawn Henderson (561-882-3887) - Shawn.Henderson@palmbeachschools.org
  - c) N-Z: Sonia Parikh (561-882-3860) - Sonia.Parikh@palmbeachschools.org
- g. **ESE Contact-** Laurie McCormick (561-882-3852.): Laurie.McCormick@palmbeachschools.org
  - a) If your child has an I.E.P. or you have questions regarding ESE or gifted eligibility.
  - b) Ms. McCormick also provides guidance to those students that have an I.E.P.
- h. **Magnet Coordinator:** Lee Glaze (561-882-3819) Lee.glaze@palmbeachschools.org
- i. **Data Processor** - Joanne Friedel (561-882-3884) [joanne.friedel@palmbeachschools.org](mailto:joanne.friedel@palmbeachschools.org)
  - a) transcripts, change of address, email, or phone number, vaccinations, school physicals
- j. **School Information System (SIS) Pin** - Micah.Kossove@palmbeachschools.org
- k. **Mental Health Professional** - Alicia Chatterton (561-882-3824)  
Alicia.Chatterton@palmbeachschools.org
- l. **Bookkeeper** – Lilibette Valdes-Maietto (561-882-3827) lilibette.valdes-maietto@palmbeachschools.org
  - a) School Cash Online/Check Inquiries
- m. **Principal's Secretary-** Rossana De La Roche (561-882-3844)  
rossana.delaroch@palmbeachschools.org

**PARENTLINK (emails, phone messages, & text messages from the district, school and teachers)**

STAY IN TOUCH – If you are not getting essential Parentlink phone calls, text, emails, see below.

- Check SIS to ensure that your number and address are correct. If not, contact Joanne Friedel at [Joanne.friedel@palmbeachschools.org](mailto:Joanne.friedel@palmbeachschools.org) and provide her the correct information.
- If you “opted out” of getting phone messages - Call the Parentlink Phone Hotline at 855-502-7867 from the phone line that was “opted out”.
- If you “opted out” of getting Text (SMS) messages- Reply START to “60680” from the phone line that was “opted-out” for non-emergency messages and/or Reply START to "54968" for emergency messages.
- Indicate on your registration form that you want to get messages.

**IV. Distance Learning - School-Wide Student Expectation**

Students must do the following:

- Join all their Google Classrooms by August 23<sup>rd</sup> (teachers will send the code to students via email).
  - Teachers will email class codes (instructions contained in this packet)
- Attend school every day and be prepared to learn
- Follow the District's Calendar, Bak's SY21 Odd/Even Calendar & Bak Bell Schedule (attached)
  - Odd Day: 1, 3, 5, & 7 and Even Day: 2, 4, 6, & 8
- Join the appropriate Google Classroom/Google Meet at the start of each class period (on time) through their district portal.
- Always access their Google Classroom and school resources through their district portal.

- Participate in class, have camera turned on, and speaker muted. Teacher will advise when to unmute.
- Understand that the instructional portions of live instruction will be recorded and posted in the teacher's Google Classroom. Students can refer to these recordings if they are absent or require a "second look" at the instruction.
- Remain on the Google Classroom for the entire scheduled class time.
- Learn and use the applications in Google to complete and submit assignments.
- Learn how to access and use all online programs (e.g., Reading Plus, IXL, Google Applications).
- Complete and submit classwork, assignments (homework), and assessments per the teacher's deadline. Students may be required to submit classwork and/or assessments during class. Only assignments that require time and effort outside of the scheduled class time to complete, will be given a minimum of 24 hours to complete (generally referred to as "homework"). The 24 hours is based on the start time of the class period.
  - Students may be directed to submit an assignment on a day that they do not have the scheduled class, as long as the 24 hour minimum requirement has been met.
  - When applicable, adjustments will be made for students that have an Individualized Education Program (I.E.P.) or 504 accommodations that allows for extra time.
- Communicate with the teacher(s) if you are having difficulties completing or submitting your work or if you are unsure how to use Reading Plus, IXL, and other instructional programs.
- Ensure that the SY21 Bak MSOA Technology Rules, Policies, & Procedures are followed.
- Understand and adhere to the SY21 Bak MSOA Standards of Excellence & Statement of Commitment.
- Understand that it is a student's responsibility to make-up all work that is missed due to absences (per district's make-up policy) and their responsibility to contact the teacher regarding make-up work.
- Understand that students will receive a list of classroom rules, procedures, and general information from each teacher via a syllabus and/or other communication (e.g. Google Classroom). It is the students' responsibility to review these documents with their parent/guardian. Students are responsible for following their classroom rules and procedures. Teacher and classroom rules may not conflict with school or school board policies.
- Adhere to all district, school, and classroom rules, policies, and procedures.

## **V. More School Information**

### **DRESS CODE**

Creativity and self-expression are encouraged. However, a certain degree of decorum is expected to maintain an environment that is conducive to learning. Please ensure that your child is appropriately dressed for school. *Non-adherence to district/school rules will result in consequences as outlined in the Student Code of Conduct.* The BAK MSOA Dress Code rules are as follows:

1. Exposure of midriff, buttocks, and lower back is prohibited.
2. Unreasonable exposure of undergarments or the body is prohibited (e.g., underwear, bra, cleavage).
3. Strapless shirts/dresses, see-through clothes, muscle tanks and pajamas are prohibited.
4. Shorts, skirts, shirts, or dresses, must meet dress code, including when bending down or raising hand(s).
5. A jacket or cover-up may not be used to hide or cover a dress code violation.
6. Students may not wear hats/head or face coverings.
7. Sunglasses may only be worn outdoors.
8. Students are prohibited from wearing clothing, jewelry, buttons, or other items or markings which are offensive, suggestive, indecent or disruptive or which discriminates on the basis of age, color, disability, national origin, sexual orientation, religion or sex.

### **FEES**

It has always been the policy of the Palm Beach County School District/Bak MSOA that:

- A. No penalty of any type will be imposed against the student based on a failure to pay a fee (e.g., denied the right to participate in a course).
- B. The principal may forego the use of an item or a planned activity based upon the collections of

insufficient funds to cover the cost of the item or activity. Request for fees is a voluntary payment.

- C. This policy does not affect: Basic supplies (e.g., paper, pens, pencils); costs of purchasing, renting, and/or cleaning of clothing or uniforms used for school or extra-curricular programs; damage to school/SDPBC property (e.g., library books, textbooks, technology); and voluntary activities/trips or extracurricular activities/trips.

## **GRADES**

Students will receive a minimum of three grades every two weeks. These grades will be posted in the Students Information System (SIS).

### **Grading Scale:**

- *Grade of A: Outstanding (90% - 100%)* Thorough mastery of the subject (4 quality points).
- *Grade of B: Above Average (80% - 89%)* Above average achievement (3 quality points).
- *Grade of C: Average (70% - 79%)* Average achievement (2 quality points).
- *Grade of D: Lowest Acceptable (60% - 69%)* Below average achievement (1 quality point).
- *Grade of F: Failure (below 60%)* Unsatisfactory or failing work, or failure due to excessive.

### **Grading Weighting:**

- Assignments - Work that requires time and effort outside of the scheduled class time to complete (in a brick and mortar setting – we would refer to this assignment as homework) : 10% - 20%
- Classwork - Work completed during the scheduled class time and/or Assessments: Exams, Tests, Quizzes: 60% - 90%
- A nine-week exam may be given that counts for 20% of a student's nine-week grade.
- High school courses that have Semester or Mid- Term Exams (i.e., set by district - 20% for World Languages, 12% for Geometry/Algebra).
- Thirty (30) percent of a student's final grade will be determined by a district mandated EOC for Civics, Algebra I Honors, and Honors Geometry.

**Middle School Course(s)** – Students must be in attendance for a minimum of ninety percent (90%) of the class time to earn a passing grade in a middle school course. Students who are absent more than ten percent (10%) of the class time may earn a passing grade by demonstrating mastery. Mastery is defined as: 1. earning a passing grade for the marking period; and 2. passing the marking period assessment.

**Mastery – High School Credit Course(s)** – Students who are absent from class more than ten percent (10%) of a semester must pass at least one nine week marking period and the semester exam in order to demonstrate their knowledge of the subject and receive credit. NOTE: If a student is absent more than ten percent (10%) of the school year in an EOC Assessment course, the student must earn a passing grade in the fourth (4th) nine-weeks, in order to pass the course.

**Make-Up Work:** For excused or unexcused absences, the number of days allowed to make-up work shall be the same as the number of days the student was absent. Modifications to the time frame should be made at secondary schools on block schedule. It is the student's responsibility to contact his or her teacher(s) about the make-up assignments and to complete all make-up work in a timely manner.

- **IMPORTANT:** Regardless of the reason why the student was absent from school, students will be assigned a "ZERO" when classwork, homework assignment, and/or assessment is not submitted or completed as directed (e.g., by the due date or during the scheduled class time). If the work is completed per district guidelines, the grade will be changed to reflect the student's work.

## **CONDUCT CODE FOR STUDENTS**

*4 = Behavior very constructive to learning; 3 = Behavior generally supportive of learning; 2 = Behavior detrimental to own learning; and 1 = Behavior detrimental to own learning and/or learning of others.*

**Conduct/Behavior:** Students may not receive a "2" or "1" in conduct/behavior on their report cards unless at least three incidences have been documented per the marking period (e.g., CBIR Form, conference, email, phone). Additionally, corrective strategies must be implemented and at least two documented parent contacts must be made. Corrective Behavior Intervention Report (CBIR) are used by teachers to document

the student's behavior violation of school or classroom rules and the classroom interventions used by the teacher. A CBIR form is not a discipline referral, but depending on the severity or repetitive nature of the violations, the student may receive a discipline referral based on the Student Code of Conduct.

**Exception:** A Level 2 or higher infractions or multiple infractions may result in an immediate drop in the conduct grade to a "2" or "1". Multiple infractions or a Level 2 or higher infractions may also result in a discipline referral.

### **IMMUNIZATIONS & PHYSICALS**

ALL STUDENTS ENTERING 7<sup>TH</sup> GRADE and/or NEW STUDENTS that did NOT attend a public school in SDPBC are required to submit the following to Bak: 1. A valid health examination, documented on State of FL. School Entry Health Exam Form (DH 3040) dated after August 10, 2020 - AND a valid Florida Certificate of Immunization Form (DH 680)- ALL 7<sup>th</sup> grade students and NEW 8<sup>th</sup> grade students must have the Tdap Booster. Email [Joanne.Friedel@palmbeachschools.org](mailto:Joanne.Friedel@palmbeachschools.org) and attach the signed, mandatory documents.

### **INSTRUCTIONAL MATERIALS**

**Consumable and Online Textbooks:** All students were provided consumable textbooks and/or workbooks for their core academic classes. Students also have access to their textbooks online. Student should be able to access textbooks through their district portal. **Laptops and Internet Services:** Through parent questionnaire and school communication, Bak students were provided with the opportunity to get a laptop with a camera from school if the student/parent indicated that the student did not have a laptop or tablet at home to use during the school day. Parents also communicated if internet service was needed. If there is a change during the year and a student requires assistance with a laptop or internet service, please contact the student's assistant principal.

### **MID-TERM PROGRESS REPORTS & REPORT CARDS**

Students receive a mid-term progress report at the mid-point of each nine-week grading period and report cards at the end of each quarter. A minimum of seven grades will appear on the progress report and a minimum of fifteen grades for the quarterly report card.

### **REPORT IT! – Don't share it, spread it, or post it!**

It is crucial that if students, parents, and faculty/staff see, hear, or know about threats, suspicious activity, bullying, or any student/school safety or security concern, they should report it immediately to school administration, district personnel, school police, and/or local police. Timely reporting is essential to ensure that action can be taken. There are various reporting methods to use (both anonymously and non-anonymously). Please go to the School District or Bak MSOA SchoolMessenger Page – *Students & Parents* for specific links of how to make the report to the appropriate school, district or state agencies. The spreading of information or perpetuating rumors either in school and/or on social media does not help resolve an issue or a concern; it makes matters worse. If the use or posting to a social media site creates a substantial and material disruption on a school campus, regardless of time or location while posting to a social media site, the student(s) will be subject to the behavioral standards set forth in the Student Code of Conduct. Violation of the Student Code of Conduct may result in the student being exited from Bak. Please speak to your child so he/she understands the importance of responsible citizenship.

### **SCHEDULE CHANGES**

A schedule change will only be made in the case of a scheduling error or an inappropriate academic placement as determined by administration. Students should have their parent email their counselor to provide specific details.

### **SAC (School Advisory Committee)**

Traditionally, Bak's SAC meets the second (2nd) Wednesday at 5:45 pm in the Media Center. Parents, guardians, students, and business and community members are welcome to attend. Proposed dates: 9/9/20, 11/11/20, 1/13/21, 3/10/21, and 5/12/21. We are waiting for guidance on how to meet!

## **SCHOOLCASHONLINE**

For an easy and safe way to pay fees, pay for planner, or add money to a lunch account, go to: <https://palmbeach.schoolcashonline.com/> to set-up an account and begin using SchoolCashOnline.

## **SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT & SOCIAL & EMOTIONAL LEARNING**

All schools develop a School-wide Positive Behavior Support Plan (SwPBS) in conjunction with the Student Code of Conduct. A SwPBS Plan emphasizes positive behavior that contributes to success in the arts and in academics, while supporting a positive school environment. The SWPBS developed at Bak MSOA has the acronym S.T.A.R., which stands for Safe, Trustworthy, Accountable and Respectful. These are attributes and actions that we expect from all our students.

The district and school also support and reinforces, social and emotional learning (SEL). SEL is the process through which children and adults acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. Each school day classes will begin with an SEL activity.

**STUDENT ACCIDENT INSURANCE** Enrollment is online at <https://schoolinsuranceofflorida.com>.

A. School Time Coverage is ONLY \$10 (includes middle school sports) B. 24 Hour Coverage is \$45

## **STUDENT INFORMATION SYSTEM (SIS)**

It is essential that students and parents have access to SIS to get grades, state-wide test history, and other essential information. Students access SIS via their student portal. Parents must have their own SIS access. If parents do not already have access to SIS, the district will send you your personal SIS information for setting up an account. If you have already set up an account and forgot your PIN or you did not receive your personal SIS information needed to set up an account, please contact our SIS Manager, Micah Kossove, at [micah.kossove@palmbeachschools.org](mailto:micah.kossove@palmbeachschools.org).

## **STUDENT PLANNERS**

Each student receives a student planner. Students write both long-term and short-term assignments in their planner. Parents should review student planners daily to support students' efforts to complete their work and be successful in their assignments.

## **STUDENT PORTAL**

Each student has a district portal that is accessed by logging onto the site using their student email and unique password. The portal has a variety of icons that are linked to essential school resources. Student can reset their password using the password reset icon (student password reset).

## **SUMMER ASSIGNMENTS**

All students are required to complete summer assignments (Bak SchoolMessenger). Teachers will instruct students what to do with their summer assignments.

**SUPPLY LISTS** - Students will be provided supply lists by each of their teachers during the first week of school.

## **TRANSPORTATION SERVICES**

If you have transportation questions (bus or Tri-Rail), please, do not contact Bak MSOA.

1. Bus - District Transportation Department website at <https://www.palmbeachschools.org/transportation>.
2. Tri-Rail information can be found at <http://www.tri-rail.com>. In the past, Bak has used the following Trains - Northbound P608/Southbound P633 - trains may not appear on the schedule at this time.
3. Please do not contact Bak regarding Transportation questions - Bak MSOA does not have any additional information regarding transportation nor does the school control bus routes, bus stops, bus times, Tri-Rail times, or assignments.