CHARLES COUNTY PUBLIC SCHOOLS

CONTINUITY OF LEARNING PLAN

As Maryland schools are mandated closed for the remainder of the SY2019-20 school year due to COVID-19, Charles County Public Schools has developed this parent guide to assist with virtual learning.
High School Students

With the support of their teachers, high school students begin distance learning with Apex online courses in the core areas of English, mathematics, science, and social studies. Through TEAMS, students engage in synchronous and asynchronous learning in Advanced Placement courses and all non-core courses. Using Synergy email and TEAMS, teachers support students and parents throughout the distance learning experience.

Middle School Students

Middle school students begin their distance learning experience with Apex online course in the core content areas of English/Language Arts, mathematics, science, and social studies. Using a blended instructional model, teachers are available through TEAMS and Synergy email to provide instruction, guidance and support in completion of Apex lessons. The use of TEAMS also allows students to experience synchronous and asynchronous learning in all non-core courses. Using Synergy email and TEAMS, teachers support students and parents throughout the distance learning experience.

Elementary School Students

Elementary students will participate in distance learning through the use of instructional packets, referred to as Learning Bundles. These bundles will include activities for reading, math, social studies and science, and will also provide enrichment activities. Activities for students with IEPs and ESOL students will also be provided. Students will participate in synchronous and asynchronous activities with their teachers through TEAMS twice a week.

The parent guide is an overview of Charles County Public Schools’ Continuity of Learning Plan and provides information to support students and parents as they engage in distance learning. Contact your child’s teacher or school if you have questions that are not addressed in this Parent Guide.

Detailed information on the Continuity of Learning Plan can be accessed from the CCPS website at ccboe.com. For quick reference, below are links to the district’s distance learning guides.

Distance teaching and learning
Elementary distance learning
Online instructional materials for students
Distribution site protocols for meals and packets
Free meals to all children 18 and younger
Mental health resources for parents
TECHNOLOGY FOR STUDENTS

To date, CCPS has issued 7,398 laptops to students. Since 1,565 students did not have internet access at home, CCPS partnered with AT&T FirstNet to purchase public access WiFi cellular hotspots at four schools in the county. The hotspots support the technology needs of our students. Service is free to the public.

Students and families can park in the front parking lot of the schools, remain in their cars, and complete essential work on the internet. The hotspots operate 24 hours a day, seven days a week and are located at:

- Piccowaxen Middle School, 12834 Rock Point Rd, Newburg, MD 20664
- Matthew Henson Middle School, 3535 Livingston Rd, Indian Head, MD 20640
- Mt. Hope Nanjemoy Elementary School, 9275 Ironsides Rd, Nanjemoy, MD 20662
- T.C. Martin Elementary School, 6315 Olivers Shop Rd, Bryantown, MD 20617

Parents and students can also take advantage of public Wi-Fi access in the parking lots of the local libraries at the following locations:

- La Plata Branch, 2 Garrett Avenue, La Plata, MD 20646
- P.D. Brown Memorial Branch, 50 Village Street, Waldorf, MD 20602
- Potomac Branch, 3225 Ruth B. Swann Drive, Indian Head, MD 20640
- Waldorf West Branch, 10405 O’Donnell Place, Waldorf, MD 20603

Additional requests for loaner devices continue to be taken either through the school principal or through an online portal, AskCCPS (Click Here to access the portal), featured on the CCBOE website. Additionally, if a parent requested a laptop and has yet to pick it up, we are still allowing them to retrieve them at their child’s school.

STUDENT ROLES & RESPONSIBILITIES

- Dedicate time to learning
- Check daily for information through Synergy with parent support
- Engage in all learning posted with academic honesty
- Submit all assignments as directed by the teacher
- Attend to self-care by engaging in physical activity, conversation, appropriate routines, sleep, and play
DISTANCE LEARNING PLATFORMS

ONLINE PLATFORMS

COMMUNICATION
Charles Public Schools’ (CCPS) email system and Synergy Mail will be the primary communication tool for families to stay connected with school.

ONLINE LEARNING - ELEMENTARY
Learning Bundles are available on the ccboe.com website. Instructional lessons related to the learning bundles will be presented through Microsoft TEAMS.

ONLINE LEARNING - SECONDARY
APEX and the online content resources included in some classrooms are the online Continuity of Learning platforms and content resources used in the Middle School (6-8) and the High School (9-12).

VIDEO CONFERENCING
Microsoft TEAMS is a platform designed to allow real-time interaction with video and audio. Teachers will use this to connect with students and support learning during Continuity of Learning. Two TEAMS lessons will be planned each week for each content area.

Parent and Student Guides to Microsoft Teams

![Guidance for Students](Microsoft_Teams.png)

![Guía para los Estudiantes](Microsoft_Teams.png)

![Guidance for Parents](Microsoft_Teams.png)

![Guía para los Padres](Microsoft_Teams.png)
Instruction for elementary school students will follow the Continuity of Learning Plan. Learning activities for reading, math, social studies and science, as well as enrichment activities, are provided through instructional packets, which are available in paper copy and online at the ccboe.com website. Two days a week teachers will present instruction and lessons through TEAMS.

**Parental Support**

- Provide an environment conducive to learning
- Help your student establish a schedule and timeline for activity completion using the suggested sequence provided on the cover of the Learning Bundle or by your child’s teacher
- Help your child access TEAMS lessons.
- Support your child during activity completion. Reach out to the teacher if you need suggestions on how to work effectively on a task.
- Set expectations for your child to complete distance learning activities.
- Assist your child with compiling completed activities to be submitted in the future — guidance on this procedure will be forthcoming
- Reach out to your child’s teacher through Synergy or email if your child is struggling, or needs enrichment
- Support emotional balance by providing time for physical activity, conversation, appropriate routines, sleep and play

**Content and Schedule**

Elementary students learn content in science, social studies, math, and English through instructional packets, referred to as “Learning Bundles.” Students are supported with content by their teacher via Microsoft TEAMS. Other content areas are taught via optional TEAMS lessons. Two days a week teachers present direct instruction through TEAMS. Lessons can be synchronous or asynchronous and last approximately 30 minutes.

Below is a sample of what a elementary school student day might look like.

**Elementary distance learning**

**Assessment and Progress Monitoring**

CCPS will be assessing your children through their participation in distance learning opportunities. Teachers are documenting participation in TEAMS lessons weekly. If your child is having any difficulty, please utilize Synergy mail to communicate with your child’s teacher.

In addition, school staff will contact parents to verify completion of paper activities. This verification may include phone calls, photographs and virtual conferences. At a later date, families will be advised as to how to submit completed work.

4th Quarter Grading Policy:

Instruction for middle school students will start Apex instruction and will follow the Continuity of Learning Plan. Two days a week teachers present instruction and lessons through Microsoft TEAMS for core and non-core classes. Lessons can be synchronous or asynchronous and last approximately 30 minutes.

### CONTENT AND SCHEDULE

Middle students learn content in science, social studies, math, and English through Apex. Students are supported with Apex content by their teacher via Microsoft TEAMS.

All other content areas are taught via TEAMS. Two days a week teachers present direct instruction through TEAMS. Lessons can be synchronous or asynchronous and last approximately 30 minutes.

Below is a sample of what a middle school student day might look like.

**Middle & high school distance learning packets**

### ASSESSMENT AND PROGRESS MONITORING

CCPS will be assessing your children through their participation in distance learning opportunities. Teachers are documenting participation in TEAMS lessons weekly as well as documenting completion of assigned tasks and completion of Apex activities. If your child is having any difficulty, please utilize Synergy mail to communicate with your child’s teacher or mentor teacher.

In addition, school staff will contact parents to verify completion of paper activities. This verification may include phone calls, photographs and virtual conferences.

4th Quarter Grading Policy:


### Parental Support

- Provide an environment conducive to learning
- Help your child access TEAMS lessons.
- Support your child during activity completion. Reach out to the teacher if you need suggestions on how to work effectively on a task.
- Set expectations for your child to complete distance learning activities.
- Assist your child with compiling completed activities to be submitted in the future – guidance on this procedure will be forthcoming
- Reach out to your child’s teacher through Synergy or email if your child is struggling, or needs enrichment
- Support emotional balance by providing time for physical activity, conversation, appropriate routines, sleep and play

<table>
<thead>
<tr>
<th>MIDDLE SCHOOL</th>
<th>Sample Student Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 10:00</td>
<td>Independent completion of Apex and TEAMS Assignments</td>
</tr>
<tr>
<td>10:00 – 1:00</td>
<td>Engagement in weekly learning experiences. Learning activities are accessible online at <a href="http://www.apexvs.com">www.apexvs.com</a> and paper packets are available at the 11 meal distribution sites. Instructional support provided by teachers through TEAMS and Synergy mail.</td>
</tr>
<tr>
<td>11:00 – 1:00</td>
<td>Student access to meal sites</td>
</tr>
<tr>
<td>1:00 – 3:00</td>
<td>Independent completion of Apex and TEAMS Assignments</td>
</tr>
</tbody>
</table>
Instruction for high school students will start Apex instruction and will follow the Continuity of Learning Plan. Two days a week teachers present instruction and lessons through Microsoft TEAMS for core and non-core classes. Lessons can be synchronous or asynchronous and last approximately 30 minutes.

**Parental Support**

- Provide an environment conducive to learning.
- Help your student access TEAMS lessons.
- Set expectations for your student to complete distance learning activities.
- If your student is completing paper packets, remind them to compile the information for future collection.
- Encourage your student to contact their teacher through Synergy or email if they need assistance or enrichment.
- Support emotional balance by providing time for exercise, social interactions, appropriate routines, and sleep.

**Content and Schedule**

Secondary students learn content in science, social studies, math, and English through Apex. Students are supported with Apex content by their teacher via Microsoft TEAMS.

All other content areas are taught via TEAMS. Two days a week teachers present direct instruction through TEAMS. Lessons can be synchronous or asynchronous and last approximately 30 minutes.

Below is a sample of what a high school student day might look like.

**Middle & high school distance learning packets**

**Assessment and Progress Monitoring**

CCPS will be assessing your children through their participation in distance learning opportunities. Teachers are documenting participation in TEAMS lessons weekly as well as documenting completion of assigned tasks and completion of Apex activities. If your child is having any difficulty, please utilize Synergy mail to communicate with your child's teacher or mentor teacher.

In addition, school staff will contact parents to verify completion of paper activities. This verification may include phone calls, photographs and virtual conferences.

4th Quarter Grading Policy:

CONTINUITY OF LEARNING

SPECIAL POPULATIONS

PARENT RESOURCES

Charles County Public Schools strives to ensure the implementation of best practices that support all learners and academic achievement for our diverse populations.

Press CTRL and Click any title to the right for detailed parent information on the continued virtual learning platform for special populations.

- ELL Students
- General Special Education Students
- Students in the Emotional Adjustment Program
- Students in the SOAR Program
- Students in ACHIEVE
- Equity of Learning for Transition Students
- Infants and Toddlers Program
- Pre-School Special Education
- Students with Related Services (SLP, OT, PT)
- Special Education Virtual IEP Meeting Format
- Gifted Learner
- Reading Recovery Learners
- McKinney-Vento Homeless & Foster Care Students
- Home and Hospital Students
- Title I Students
Beginning on March 14, the *School is Closed... now what?* collection housed in Destiny Discover was made available to our school community. Destiny Discover is part of the online public access library catalog, so it is a platform with which students and faculty have some familiarity. The collection was made public so that it would be immediately accessible through simply clicking a link rather than requiring logging in. It is organized into three main sections: elementary, middle, and high school. Users are able to adjust the layout of the site to best fit the device used to access it. After clicking on the appropriate level, visitors then have access to several curated collections of resources. These include general resources (video tutorials and quick directions for accessing materials, logging in to various resources, navigation tips, etc.), ESOL, Special Education, as well as grade level specific collections of resources including learning activities, websites, app suggestions, and more. Within the grade level collections, a variety of subject areas are represented including literacy, mathematics, science, social studies, library media, STEAM, health, and physical education.

Beginning March 30, the *School is Closed... now what?* collection was refreshed to better fit community needs for the next phase of the Continuity of Learning/Care Plan. As students began accessing learning materials for the core content areas of English/Language Arts, math, science, and social studies via the learning bundles, Apex, and Microsoft TEAMS, the collection was periodically revamped to include more support and enhancement materials, as well as opportunities for enriching and extending learning. In the main elementary, middle, and high school areas, resources for career exploration and social emotional learning were made available. Upon selecting a grade level, users will discover additional sections of carefully selected resources for art, music, and reading for personal enjoyment or research.

Link to access the collection: [https://collections.follettsoftware.com/collection/5e62a0d7f57469001214fef7](https://collections.follettsoftware.com/collection/5e62a0d7f57469001214fef7)