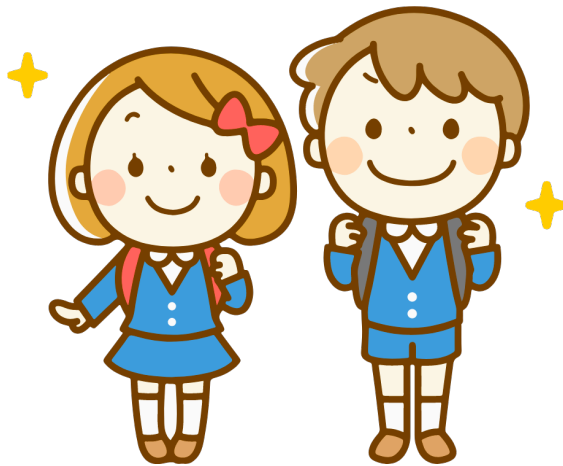


## Seabrook Elementary School

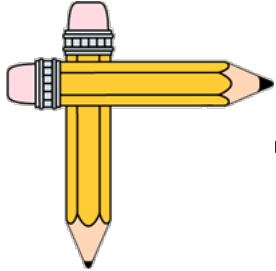
### Parent Handbook

### Virtual Learning

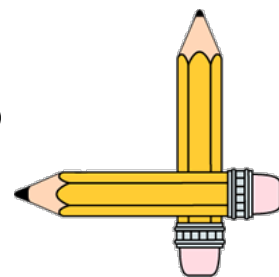


Purpose: To share daily procedures and policies with the Seabrook community.

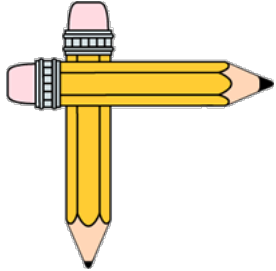
Principal: Clareta Spinks  
Assistant Principal: Jamila McIntyre



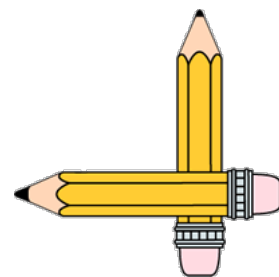
# TABLE OF CONTENTS



About Seabrook.....	3
Daily Schedule.....	4
Visiting the School.....	4
School Policies.....	5
Student Records .....	5
Attendance .....	6
Uniform.....	7
Grading Policy .....	8
Technology .....	10
Distance Learning Instructional Plan.....	11
Instructional Timeline.....	11
Sample Learning Schedule.....	12
Curriculum Bridging.....	12
Hybrid Learning.....	13
Materials & Resources.....	14
School Meals.....	14
School Instructional Staff Contact Information.....	15



# ABOUT SEABROOK



## VISION

We will foster a positive school climate by promoting academic growth, providing a safe and supportive environment, and building effective home-school partnerships to ensure that all students will be college and career ready.

## PLEDGE

As a Seabrook Elementary School Student.

I will treat everyone with courtesy and respect.

I will treat personal and school property with respect.

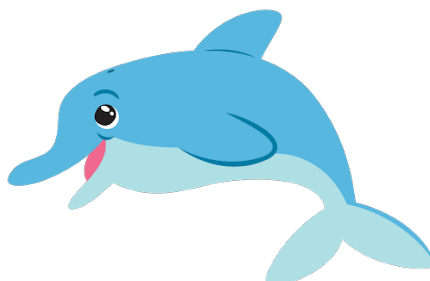
I will help create a positive and safe classroom.

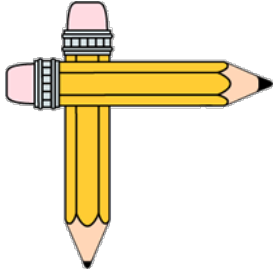
I will come to school prepared for learning.

I will be capable, connected, and contributing to the educational process.

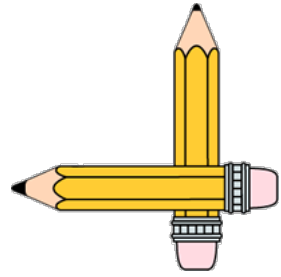
## SCHOOL MOTTO

Enter Seabrook for an education, leave with knowledge.

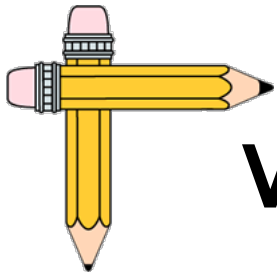




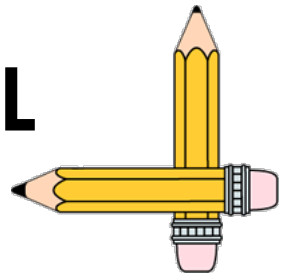
# DAILY SCHEDULE



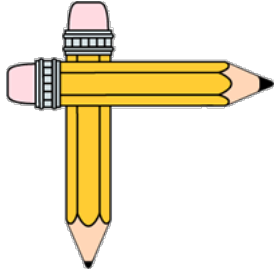
- |          |  |
|----------|--|
| 8:50 AM  | Login for Students   |
| 9:00 AM  | Instruction begins   |
| 11:30 AM | 30-minute Lunch  |
| 12:00 PM | Attendance is taken again. If student does not show half day attendance will be recorded |
| 3: 10 PM | Logout for Students  |



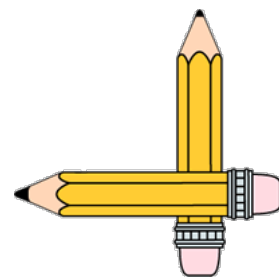
# VISITING THE SCHOOL



Parents are urged to communicate with the school via telephone (301) 918-8542 or email. If you need to visit the school office, please make an appointment ahead of time. The office will only be open on Mondays and Wednesdays.



# SCHOOL POLICIES



## **STUDENT RECORDS**

All student records are available for review with a school employee present, unless court restricted access has been issued, by a custodial or non-custodial parent, legal guardian, or eligible student (age 18 or older). Arrangements for reviewing a student's record should be scheduled by the school within 3 days of receipt of a request.

A parent or eligible student may have a third party participate in the review. If an attorney wishes to review the records, the school must be informed in writing, at least seven days in advance to ensure that the Board of Education attorney is available to be present.

## **RELEASE OF STUDENT RECORDS**

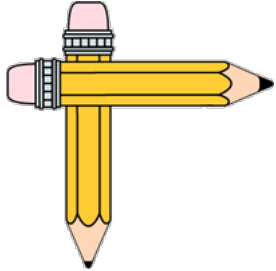
When a student transfers to another Prince George's County Public School, all student records are sent to that school. Students transferring to another Maryland public school, minimal records are transferred without signed, parental permission. The release of any part of a student's record to any non-Maryland public school, private school or third party requires signed parental permission. The only exception to this requirement is compliance with a court order, subpoena, or state statute.

## **SCHOOL RELATED INFORMATION**

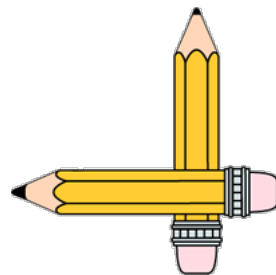
Non custodial parents may receive copies of school related information such as newsletters, calendars, etc. by making arrangements with the school. The copying and mailing costs may be prepaid or paid at the end of the school year.

## **DISPUTE OF CONTENT ON STUDENT RECORDS**

Parents, guardians, or an eligible student (18 or older) may challenge an item in the student's record by contacting the school principal. If a further challenge is necessary after the principal has reviewed the item, appeals may be made.



# ATTENDANCE



## COMING LATE OR LEAVING EARLY

- If your student is **TARDY** or **DISMISSED EARLY** without an excused absence reason, it will negatively impact their attendance record.
- Early dismissal should only occur when a student has a doctor's/dentist appointment because the student is missing vital instructional time.

## ABSENCE NOTES

- Please turn in absence notes in **WRITING (email/messaging)** to the classroom teacher within 3 school days of the student's return to school.
- If you do not turn in an absence note within 3 school days, the absence will be considered **UNLAWFUL**.
- The written explanation of absence should include student name, dates and reason for the absence.
- Illness related absences will require a physician's note for 3 or more consecutive days

## CHRONIC ABSENCES

- Students with 4 or more absences in a quarter will be considered chronically absent.
- Parents who have students who are chronically absent may be asked to attend an attendance meeting virtually.

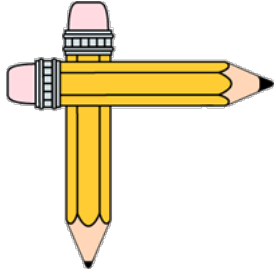
## IS MY ABSENCE LAWFUL?

- Death of immediate family (up to 4 days)
- Illness of student
- Court Summons
- Observance of religious holiday
- Suspension from school
- Special circumstances will be reviewed by principal on a case by case basis
- Parent work schedule, child care, military family and/or technical issues (up to 5 days excused, more than 5 days will be unexcused)

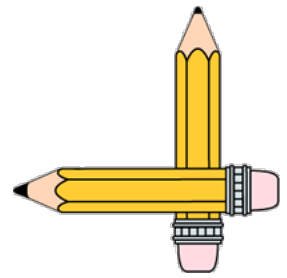
## TRAVELING IS AN UNLAWFUL ABSENCE

## MAKE UP WORK

- All work assigned during the student's absence **remains required** for submission. Live recordings and student assignments will be made available to students via Google Classroom.

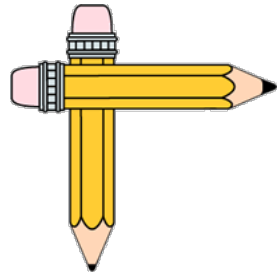


# ATTENDANCE

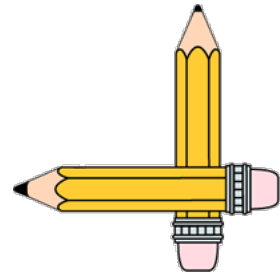


## HOW MANY TIMES WILL ATTENDANCE BE TAKEN DURING DISTANCE LEARNING?

- Attendance will be taken twice daily in SchoolMAX at the beginning of each day and after lunch.
- In the event a student does not return for the afternoon, the student should be recorded as attending school for a ½ day and contact made with the home to ensure the student is safe.



# SCHOOL UNIFORM



During distance learning, students are not expected to wear school uniform. Students must adhere to the system-wide dress code which requires students to dress appropriately.

**Students attending Prince George's County Public Schools should dress appropriately and in a way that is consistent with learning being a priority.**

### Head Dress

Head dress can be worn indoors for religious or health reasons only.

### Shirts and Blouses

Shirts and blouses should be continuous from neckline to waist. The mid-section should never be visible. Tank tops and muscle shirts are not allowed.

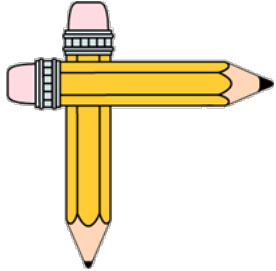
Clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia and tobacco products are not allowed. Identifiable gang/crew clothing or paraphernalia are not allowed. Sheer clothing is not allowed.

### Skirts, Dresses and Shorts

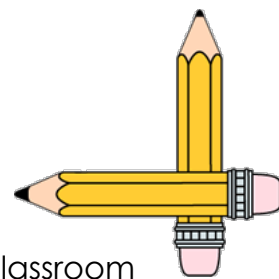
Skirts, dresses, and shorts are no shorter than students' fingertips when arms are hanging straight down at their sides.

### Pants

Pants should be worn and secured at the waist. Pants should not be worn below the waist exposing undergarments. Tights, stretch pants, leggings and spandex body suits must be worn with clothing long enough to cover the buttocks.



# GRADING POLICY



Teachers will assess student performance in the following areas: classroom participation, demonstration of performance outcomes, written assignments, tests and examinations, projects, quizzes, pretests and homework. The manner in which these types of student performance will contribute to the quarterly report card grade can vary according to grade level. Four report cards are issued during the school year.

## **The report cards in Pre-Kindergarten will utilize the following:**

Proficient (P) – child consistently exhibits the skill independently

In Process (I) – child exhibits the skill when given adult assistance

Not Yet Evident (N) – child is unable to demonstrate the skill even when given adult assistance.

## **The report cards in Kindergarten and Grade 1 will utilize the following:**

PR = Proficient – child can demonstrate indicator independently 90 – 100%

IP = In Process – child can reliably demonstrate indicator 80 – 89%

EM = Emerging – child demonstrates indicator with assistance 70 – 79%

ND = Needs Development – child does not demonstrate indicator 50 – 69%

## **Grades 2-5 will use:**

A = Excellent progress at the level of instruction indicated 90 – 100%

B = Above Average progress at the level of instruction indicated 80 – 89%

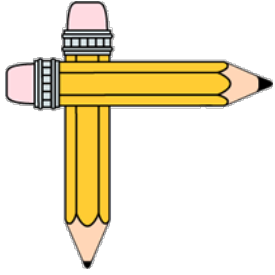
C = Average progress at the level of instruction indicated 70 – 79%

D = Below Average progress at the level of instruction indicated 60 – 69%

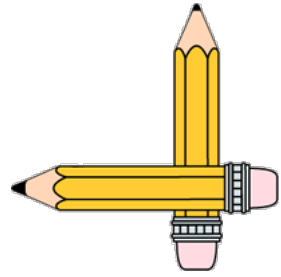
E = Unsatisfactory progress (failure) at the level of instruction indicated 50 – 59%.

I = Incomplete. An “I” grade may be used for elementary students who have been lawfully absent from school and have not had an opportunity to make up missed work in a timely manner.





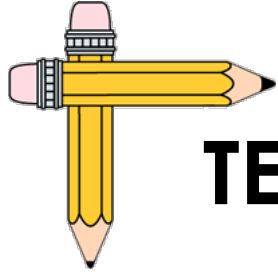
# GRADING POLICY



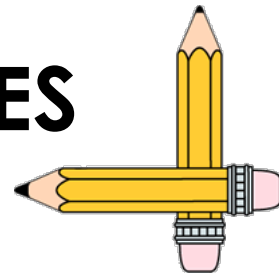
Teachers will collect a minimum of two grades per week depending on the number of meetings.

Teachers may collect student work via a variety of resources to include, but not limited to, the following:

- Google Classroom
- Google Forms
- Presentation Slides
- Snapshots taken of work and uploaded or emailed
- Online software (i.e., iReady, Discovery Ed, Newsela, Dreambox, Imagine Learning, etc.)
- Virtual platforms (Padlet, Mote, NearPod, etc.)
- Oral presentations during live meetings and use of chat box
- Scanned samples
- Hard copies



# TECHNOLOGY POLICIES



**All PGCPS device usage will be monitored by school personnel.**

**All PGCPS devices should be used only for school-related activities.**

## **SOCIAL MEDIA**

The school system does not govern the personal use of technology outside of school. In instances where the use of devices create a threat to students, staff or administration within the school environment and impedes opportunities for learning, or impacts the safe operation of the school bus, the school will apply disciplinary action in accordance with the Student Rights and Responsibilities Handbook.

Social Media misuse includes internet/computer and the misuse of other electronic devices that may have the impact of substantially disrupting the educational environment. Social media is inclusive of, but not limited to, web-based and mobile technologies, social networking sites, blogs, instant messaging, twitter, social blogs and video based sites such as YouTube. The most common misuse of social media is harassment via cyber bullying. When cyber bullying takes the form of harassment of protected classes, it may be prosecuted as a violation of a person's civil rights.

## **TECHNOLOGY**

All students will receive a device.

- Pre-K and Kindergarten students will receive Ipads
- Chromebooks given out last year to Pre-K students must be collected before a new device is issued.
- 2-5 grades will receive chromebooks

## **TECHNOLOGY SUPPORT**

PGCPS Distance Learning Hotline – 240-696-6229 (9AM – 5PM)

Contact teacher for Pin and Password Issues

Ms. Paek will hold virtual hours from 9AM – 9:45AM Mondays - Wednesdays for one on one help



# INSTRUCTIONAL PROGRAM



## INSTRUCTIONAL PROGRAM TIMELINE

**August 31, 2020 – January 29, 2021:** Full Distance Learning for ALL students

**December 1, 2020 – December 18, 2020:** If safe to do so, PGCPs will offer families the option to continue distance learning or begin hybrid instructions

**February 1, 2021 – June 18, 2021:** Depending on conditions, PGCPs will implement a hybrid staggered schedule with two days of in-person learning and three days of distance learning. Full time distance learning will continue for those students who opt in.

## WHAT WILL FULL DISTANCE LEARNING LOOK LIKE?

Subject	Schedule
Reading/ English Language Arts	4 live sessions weekly
Mathematics	4 live sessions weekly
Science	1 - 2 live sessions weekly
Social Studies	1 - 2 live sessions weekly
Specials (PE / Music / Art)	1 live session per week on rotation



# SAMPLE DISTANCE LEARNING SCHEDULE



Sample: Elementary School Full Distance Learning Student Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
2-4 Live sessions	2-4 Live sessions	<u>Teacher-Led Small Group Instruction and Enrichment</u>  This time can be used to meet the needs of small group learning for ELL, Special Education, Struggling Readers, and TAG  Interventions  Related Services	2-4 Live sessions	2-4 Live sessions



## CURRICULUM BRIDGING

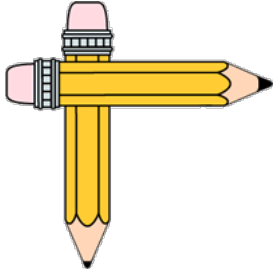


### BRIDGING THE LEARNING GAP

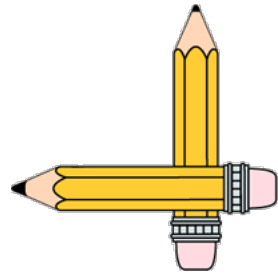
Curriculum Bridging Guides were developed for the first three weeks of school to connect Quarter 4 of last school year and Quarter 1 of this school year.

Documents Include:

- A list of the Bridging Standards.
- Resources and lesson plans for each week that can be utilized in an online instructional model.
- Differentiation tools and technology integration.
- Important considerations specific to the content area.
- Diagnostic assessment to assess students' skills related to upcoming content and provide guidance into what support might be needed.



# HYBRID LEARNING



## WHAT WOULD HYBRID LEARNING LOOK LIKE?

50% split rotation hybrid model by last name

**Group A** - Last Names A-J

**Group B** - Last Names K-Z

### 50% Enrollment Model – AA/BB-Day

Monday	Tuesday	Wednesday	Thursday	Friday
Group A - In School	Group A - In School	Live Access to Teachers * Small Groups * Interventions * Re-engagement lessons * Enrichment  Teacher Office Hours  Teacher and/or Grade-Level/Content Planning	Group B - In School	Group B - In School
Group B - Distance Learning	Group B - Distance Learning		Group A - Distance Learning	Group A - Distance Learning



# MATERIALS & RESOURCES



## INSTRUCTIONAL MATERIALS & RESOURCES

All students will have access to instructional materials for use at home during distance learning.

Materials may include:

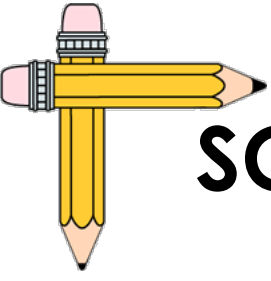
- Hard copy textbook (if textbook is not digital)
- Consumable books
- Art Supplies
- Musical Instruments
- Materials for students with accommodations (assistive tech, headphones)
- Manipulatives
- Books



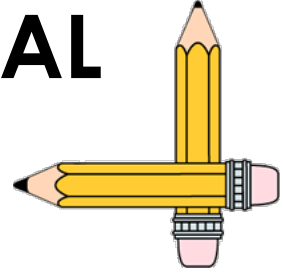
## SCHOOL MEALS



- Students not eligible for free and reduced lunch pricing will have to pay for lunch.  
Full Price Monday & Tuesday Lunches - \$5.50  
Full Price Wednesday-Friday - \$8.25
- All schools will distribute both breakfast and lunch meals
- Breakfast at Seabrook is free for all students
- Meals will be pre-packaged and distributed on Mondays and Wednesdays
- Students must provide Name, PIN number, Attending school if distribution center is not their home school

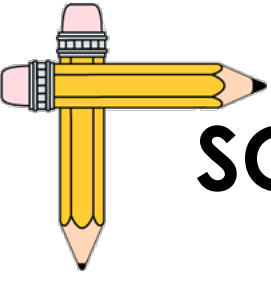


# SCHOOL INSTRUCTIONAL STAFF CONTACTS

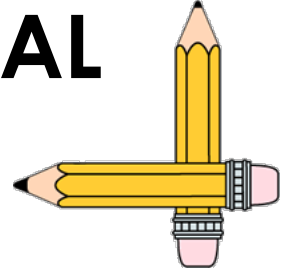


Seabrook ES Phone Number: 301-918-8542

Name	Position	Email
Clareta Spinks	Principal	Clareta.spinks@pgcps.org
Jamila McIntyre	Assistant Principal	Jamila.mcintyre@pgcps.org
Noel Bullock	Secretary	Noel.bullock@pgcps.org
Christina McKoy	Title I / Testing Coordinator	Christina.mckoy@pgcps.org
Jose Riggins	Parent Engagement Assistant	Jose.riggins@pgcps.org
Lara Paek	School Counselor	Lara.paek@pgcps.org
Miecha Galbraith	Data Coach / TAG Coordinator	Miecha.galbraith@pgcps.org
Sherrita Evans	Special Education (Grades 3-5)	Sherrita.evans@pgcps.org
Sherry Frazier	Special Education (Grades K-3)	Sherry.frazier@pgcps.org
Loretta Yutuc	ESOL (Grades 3-5)	Loretta.yutuc@pgcps.org
Kellie Payne	ESOL (Grades K-2)	Kellie.barnard@pgcps.org
Omari Wilson	Art	Omari.Wilson@pgcps.org
Kimberly Long	Media Specialist	Kimberly.long@pgcps.org
Tiera Furby	Music	Tiera.furby@pgcps.org
Jill Tobin	Instrumental Music	Jill.tobin@pgcps.org
Marylou Colom	Physical Education	maryl.ramirezvazquez@pgcps.org <sup>15</sup>



# SCHOOL INSTRUCTIONAL STAFF CONTACTS



Seabrook ES Phone Number: 301-918-8542

Name	Position	Email
Roxana Bautista	Pre-K	Roxana.bautista@pgcps.org
Ayana Mackall	Pre-K	Ayana.Mackall@pgcps.org
Rosa Scotland	Pre-K Para	Rosa.Scotland@pgcps.org
Marie Barnaby	Pre-K Para	Marie.Barnaby@pgcps.org
Juliann Ferguson	Kindergarten	Juliann.ferguson@pgcps.org
Maria Marin	Kindergarten	Marialuisa.marin@pgcps.org
Jacquelyn Lee	1 <sup>st</sup> Grade	Jacquelyn.lee@pgcps.org
Stephanie Zacarias	1 <sup>st</sup> Grade	Stephanie.zacarias@pgcps.org
Shiryl Maglangit	2 <sup>nd</sup> Grade	Shiryl.maglangit@pgcps.org
Ricazel Ronduen	2 <sup>nd</sup> Grade	Ricazel.ronduen@pgcps.org
Pamela Smith	2 <sup>nd</sup> Grade	Pamela.smith@pgcps.org
Toxan Tanner	3 <sup>rd</sup> Grade	Toxan.tanner@pgcps.org
Neinhadiyatou Barry	3 <sup>rd</sup> Grade	neinhadiyatou.barry@pgcps.org
Tamyra Walker	4 <sup>th</sup> Grade	Tamyra.walker@pgcps.org
Georgianna Teel	4 <sup>th</sup> Grade	gteel@pgcps.org
Rachel Jones	5 <sup>th</sup> Grade	Rachel.jones@pgcps.org
Britney Reavis	5 <sup>th</sup> Grade	Britney.Reavis@pgcps.org