THE SCHOOL DISTRICT OF PHILADELPHIA

William McKinley Elementary School

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Philadelphia, PA 19122

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Parent Handbook for Virtual Learning

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PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to a new and exciting Virtual School Year at McKinley Elementary School! We are pleased to have you as part of the McKinley Family. We hope this will be a successful year for you.

The pages of this handbook contain important information regarding Virtual School Policies, Procedures, and Expectations. We ask that you review the contents together.

An important factor in our students' success is for parents, teachers, and administrators to work together as we support our students' academic, social, and physical development. We invite you to become an active participant this school year so we can provide your child with the best year ever. Become a part of the McKinley family through the Home and School Parent Group, and if you have some spare time, become one of our volunteers.

It is with great pleasure that we take on the responsibility of providing your child with a high quality academic program delivered by a team of qualified and dedicated professionals. We are proud of our school and the rigorous academic program that our dedicated, bilingual staff offers. Throughout the school year, we will be offering many academic and extracurricular programs and opportunities to your children. I encourage all to take advantage of the opportunities we offer. If you would like further information, feel free to contact us.

Sincerely,

Marilyn Carrion-Mejia

Principal

VISION STATEMENT

Our vision is to develop children to become responsible, productive life-long learners who will be successful in high school and in the community.

MISSION STATEMENT

Our mission is to provide a nurturing, supportive, and actively engaging environment for students and families. We will engage in thoughtful and collaborative planning which incorporates reflection and adjusting our instruction to maximize student progress in order to develop well educated and responsible children within the community.

ENROLLMENT

Online Registration or OLR is a digital process in which parents/guardians can complete all required forms and provide the needed documentation to have their student(s) enrolled in the Philadelphia School District completely online. This tool can be easily accessed from any computer, tablet or smartphone. Beginning in January of 2020, the District piloted OLR for Kindergarten registration. During this pilot program, the District trained all K-8 secretaries and nurses on the staff processing functions of OLR. Some of the major benefits of this expansion include:

- Providing a consistent process district-wide for gathering and storing student information required for registration and enrollment.
- Beginning the process of transitioning from paper applications and paper student files.
- Allowing for registration to occur in a safe contact free environment

Registration Process:

Consistent with our existing registration procedures, families are encouraged to gather all documents needed to register for enrollment in the Philadelphia School District. You must collect all of the following documents and provide them to the District in an electronic format:
- Two (2) documents confirming the student's primary residence, and
- Proof of age for the student (i.e. birth certificate or passport), and
- Immunization records (children must be current on their immunization requirements)

Once this information has been gathered, you will need to access the OLR system to supply the required documentation and complete the application for your child. (The link to the OLR enrollment system is here.) This link will also be posted on the District's Student Enrollment and Placement webpage, and strategically positioned with additional school opening information in collaboration with the Office of Communications. **Although the application can be completed all at one time, families will have the ability to save the application and return later if necessary.** During this application process, families will be encouraged to maintain and document the below information:
- Student's full name
- Student's date of birth
- Student's application number (this will be provided during the registration process)
- Valid email address for Parent/Guardian

All of this information will be necessary if parents/guardians need to save the application and return later. All information must be submitted in order for the application to be accepted.

Once applications are submitted, parents/guardians will receive status updates as the school staff process through the different phases of the application. All submitted applications will be automatically assigned to the student's neighborhood school based on their primary residence, consistent with current District procedures. All schools must ensure they have staff available to process applications. Once the student's application has been processed successfully, families will receive communication from the school team to confirm enrollment, provide classroom information and any additional information needed to begin school. Parents/Guardians should direct any concerns regarding their application to the school. Additional help can be provided by the Office of Student Enrollment and Placement by emailing OSEP@philasd.org.

PARENTS/GUARDIANS RESPONSIBILITIES

Per SDP Instructional Expectations:
- Monitor students log on and assure students are completing course content.
- Assure students log on for synchronous learning experiences.
- Assure students have time for digital learning experiences that are not during scheduled learning times.
- Provide quiet spaces for learning.
- Assure proper care of technology and learning resources.
- Communicate with school staff.
- Review student work and discuss content with children.
- Share concerns as needed.
- Provide additional support to students during asynchronous learning.
- Support students' adherence to all safety precautions, rules and policies.
- Have students maintain a schedule that provides adequate rest.

STUDENT RESPONSIBILITIES

Per SDP Instructional Expectations:
- Attend and participate in learning
- Complete assignments both print and digital as assigned by the teacher.
- Participate in synchronous learning experiences as scheduled.
- Communicate concerns as they arise.
- Adhere to appropriate Internet rules, policy and procedures.
- Properly care for technology and other learning materials.
- Adhere to the Student Code of Conduct

McKINLEY SCHOOL OPERATIONS

SCHOOL CALENDAR '20-'21
Please keep this calendar* in an accessible place so that you can refer to it as needed. The District's calendar is always available on the School District's Website:
https://www.philasd.org/calendar/
Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

CHROMEBOOK DISTRIBUTION
The School District of Philadelphia will loan a Chromebook to every District K-12 student who needs one, to ensure all students have access to digital learning opportunities while schools remain closed long-term due to COVID-19 (coronavirus) response efforts. It will also make digital content available to help students retain, learn and apply skills and strategies with the support of a teacher. The loaner program is free however all devices must be returned once schools reopen.

Starting the week of August 17th, three Technology Support Centers will be open 5 days/week for families to obtain new Chromebooks, or get help with theirs.

Still need to pick up a Chromebook? You can pick one up at one of the Parent & Family Technology Support Centers listed below. HOURS ARE CHANGING FOR FALL – please note new schedules as listed below.
If you need help getting started or getting familiar with your Chromebook, please visit the SDP's Website in the list of helpful How-To documents in the Resources at the bottom of the page.
If your District-issued Chromebook computer is in need of repair or service, you can drop it off at one of the Parent & Family Technology Support Centers listed below.
Please note: *Only PreK-12 students who are currently enrolled in a District-led school are eligible for this loaner program.* Charter School families should contact their charter school for details about how/if their school is making devices available.

Parent & Technology Support Centers:
Starting the week of August 17, three Technology Support Centers will be open 5 days/week for families to obtain new Chromebooks, or get help with theirs.

Education Center, Philadelphia School District
440 N. Broad Street, 1st Floor Lobby, Philadelphia, PA 19130

Fitzpatrick Annex Building
(rear of Fitzpatrick Elementary School) 4101 Chalfont Drive, Philadelphia PA 19154

Martin Luther King High School
6100 Stenton Avenue; Philadelphia, PA 19138

Help:
We also now offer a dedicated telephone support line (215-400-4444) and email (FamilyTechSupport@philasd.org) exclusively for parents and students to help you get your District-issued devices up and running, and to address more basic technical issues with broken or malfunctioning computers.

Internet Services:
Information about no-cost or low-cost internet access is available HERE.

BELL SCHEDULE
The school day begins at 8:20 AM for ALL grades. Dismissal time is 2:59 PM.
Parents/Guardians are asked to help ensure their child(ren) is comfortably logged onto their fully charged Chromebook for a successful Virtual School day. Your child's teacher will provide each student with their daily class, M-F, School Schedule.

ATTENDANCE DURING 100% DIGITAL LEARNING
The attendance protocols for the School District of Philadelphia for SY 2020-21 are:
The following guidance for attendance during 100% digital learning will be implemented when students are NOT daily entering school buildings and, instead, receiving all digital instruction. Attendance will be:

1. Taken for each attendance bearing period for which the student is scheduled.
2. Recorded for all periods and for all students by the end of each school the day.
3. If a student attends fewer than all their classes each day and the student's parent or guardian has not provided a written excuse for the absence, the student will be considered cutting class.

Teachers will use the following five methods to track out-of-school instructional time similar to attendance in the school building as the PDE published guidelines require:
1. At least 90% participation using the virtual platform identified by the school district.
2. Interaction with a teacher as part of synchronous small group instruction.
3. Submission of assignments through the digital method identified to include email, phone, text or other methods that demonstrate the student's engagement with the course materials.
4. Participation in online instructional/learning tools (e.g. Edgenuity)
5. Attending an approved city site to engage in digital learning (e.g. PHA community centers, libraries, etc.).

Teacher Expectations regarding attendance throughout the Virtual School Day:
1. Be required to mark the student absent for any class for which the student does not provide documentation of participation by one of the methods listed above.
2. Record daily attendance for each period by 11:59 PM of the current day.
3. A student will need to have at least one period in which attendance is marked as present to be considered present for the day.
4. Assign deadlines for assignments and ensure students know when they are expected to attend class and the assigned work to return that can be marked towards a student's attendance.
5. Support students with interventions for classes they are cutting. They can reach out to their attendance coach for support by emailing attendanceandtruancy@philasd.org

For younger students who may be supervised by older siblings, there needs to be flexibility for the time work must be completed during the day to accommodate parents or guardians working outside the home who cannot help with school work during traditional school hours.

STUDENTS:

Students are expected to:

1. Attend school daily.
2. Be prepared each day and
3. Be ready to learn and engage in instruction.
4. Complete assignments on time each day for each class.
5. Adhere to the Student Code of Conduct at all times while engaged in digital learning.
6. Abide by all internet policies and procedures.
7. Submit their work assignments for each day, by a pre-established deadline for completion of that work as communicated by the teacher.

PARENTS:

Parents are expected to:

1. Have their children ready to engage every day in digital learning.
2. Support their children in logging into the system, if necessary
3. Assist with contacting support from teachers if their child is struggling.
4. Contact the teacher each time their child is unable to attend school on any day and provide the reason.
5. Share with the teacher or school-based staff any barriers to their child's continuous attendance that could impact the students educational achievement.

SCHOOL SERVICES & SUPPORTS

SCHOOL COMMUNICATION

Stay Connected! Now more than ever it's critical to get updates as they happen. If you don't already have a Parent Portal account, sign up HERE. Be sure to also frequently check out our: William McKinley School Website and join our William McKinley School Facebook community for the most current and up to date announcements