

A GUIDANCE DOCUMENT FOR FAMILIES WITH STUDENTS IN THE 11TH GRADE AT  
SPRING CREEK COMMUNITY SCHOOL



# 11<sup>TH</sup> GRADE STUDENT & FAMILY HANDBOOK (SY 2020-21)



UPDATED: 9/18/2020

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# A Message from the 11<sup>th</sup> Grade Team

Dear 11th Grade Families,

We are looking forward to the new school year, even though it will look a little different than years past. The 11th Grade Team remains committed to providing all students with a meaningful educational experience, while being diligent to mitigate as many risks related to COVID-19 as possible. We want you and your child to feel safe and comfortable at school.

We have put this handbook together to give you an overview of what you can expect from teachers and your child this school year, in addition to ways you can best support your child. We hope this resource will help you plan for a successful start to the school year.

Sincerely,

The 11th Grade Teachers

Ms. Gethers (Science) Mr. O'Connor (ELA) Ms. Flo (History) Ms. Bertini (Math)

Ms. K (Dance) Ms. Johnson (Special Education) Mr. Miles (Special Education)

## A Guide to Successful Virtual Learning

### Teacher Commitments:

Whether your child will be learning remotely or in-person, families can expect that teachers will:

- ✓ **Use Google Classroom** to post lesson materials, assignments, links to Zoom/Google Meet class sessions
- ✓ **Hold daily office hours** so students who need help from their teachers can get it.
- ✓ **Provide social-emotional learning support** to all students.
- ✓ Be accessible by **email and phone**.
- ✓ **Meet the needs of diverse learners** and ensure we provide accommodations, modifications, access, and equity for all students.
- ✓ Make each student's learning experience **engaging, meaningful, and strong!**

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## Student Expectations:

To ensure that your child and others receive the best possible education this year, all 11th grade teachers have agreed on specific expectations for Virtual Classes. Please review the expectations below with your student.

- **Be on time, if not a little early.** Leave enough time before the start of class to log into Google Classroom, check that your tech is plugged-in or charged, and that your camera is working.
- **Find a space with minimal distractions.** Think about finding a space that is well lit, has a hard surface to write on & place for your laptop/tablet, and where you feel comfortable.
- **Mute your sound, unless you are talking.** This keeps the overall noise down and you can eat a snack without worrying about crunchy sounds.
- **Engage!** You are not required to turn your camera on, BUT you are likely to find that connecting and communicating with peers and teachers is more enjoyable and effective with face-to-face conversations.
- **Use the chat!** Asking questions in the chat is a great way to stay focused and record your wonderings in the moment. When a teacher is discussing something, the **chat should only be used for questions about the current topic.** Remember, the chat is not a chat room.

## Non-negotiables:

- **A virtual classroom is still a classroom, so all students are expected to demonstrate the Spring Creek Core Values and follow general school rules.**

## Tips to Help Students Create Effective Virtual Learning Environments

We know it is not easy to convert living rooms or bedrooms into classrooms so here are some tips to prepare a space for online learning at home.

1. **Find a learning space where you can focus.** A space that is well lit, quiet, and has a hard surface for you to write on or place your computer on is best.
2. **Make a schedule and stick to it.** Following a schedule keeps you on track and minimizes the risk of you missing class or assignment deadline. Think about posting your virtual school schedule in a visible space or setting recurring alarms/ reminders on your phone.

3. **Reduce distractions.** Our homes have lots of distractions – video games, computer games, social media, TV, pets. Make a list of the things that distract you, then make a plan for limiting them during learning time.
4. **Create a classroom calendar to keep track of assignments.** Setting up a system to keep on top of deadlines will help you stay organized. Whether you use a digital calendar or paper planner, mark it with due dates. Think about breaking large assignments down into smaller steps and writing the specific strategies needed to complete it.
5. **Schedule time to move / exercise.** When we move our bodies, our problem-solving, memory, and attention improve. Physical activity is a natural way to reduce stress and prevent anxiety. Experts say that when we get our heart rate up, it has a positive impact on how we think. Try to take breaks throughout the day to stretch, go for a walk, anything that gets you moving.
6. **Contact your teachers.** If you're not sure how to do an assignment, don't guess – reach out for help.

## WHAT FAMILIES CAN DO

- **Ask questions about what your child is learning.**
- **Ensure your student is doing the following on a daily basis:**
  - ✓ **Checking Google Classroom** & SCCS email.
  - ✓ **Completing all required assignments** and submitting these to their teacher in a timely manner.
  - ✓ **Attending all scheduled class** sessions if remote.
  - ✓ **Reaching out to their teacher** if they have any questions or concerns or need any extra help
- **Make sure your child is getting adequate sleep and is well-rested when they start learning each day.**
- **Encourage them. Be patient and flexible.**

## Tools and Know-How for Virtual Learning

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## EMAIL

### Accessing your SCCS Email

- First name, last initial, last 4 digits of Student ID  
(Example: MarianneB1234@sccsbrooklyn.org)

### SCCS Email Usage Policy

Here are some basic guidelines to follow:

- check your email regularly (at least once per day) for notifications and communication about coursework and school wide alerts
- use this email account to communicate with your teachers about school/ learning-related topics and concerns
- note that all emails sent and received via this account is subject to monitoring by school administration at any time. This means that you can face disciplinary action if there is reasonable suspicion that your account is being used in ways that violate school-wide expectations and citywide discipline and Respect for All policies.
- read the attached SCCS Student Email Usage Policy in full so that you are aware of your rights and responsibilities when using this account.

## Google Classroom, Docs, and Meet

### Google Classroom

- [How to use Google Classroom](#)
- [How to check your grades](#)
- [How to check for upcoming due dates](#)

### Google Docs

- [How to use Sharing](#)
- [How to Comment](#)
- [How to Voice Type and Close Caption \(CC\)](#)

### Google Meet

- [Do's and Don'ts](#)
- [Get into Meet through Google Classroom](#)
- [Muting](#)
- Breakout Rooms (coming in October!)

## Technical Issues

Every student will be provided with a school-issued device for the sole purpose of completing virtual learning. If you have technical issues with your school-issued device or specific program on your student's school-issued device, please reach out to your child's teacher

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If a parent or student has a technology problem, the first step is to contact your teacher. If the teacher is unable to assist, he/she will escalate the issue to the appropriate staff member.

For tech assistance with DOE-issued iPads, family can visit the following DOE website:  
<https://www.nycenet.edu/technicalsupportforfamily>

To request an internet-enabled Ipad from the DOE, families can use the following link:  
<https://coronavirus.schools.nyc/RemoteLearningDevices>

## Teacher Contact Information

11 <sup>th</sup> GRADE TEAM		
Course	Teacher	Contact Information
ELA	Mr. O'Connor	Email: <a href="mailto:aoconnor@sccsbrooklyn.org">aoconnor@sccsbrooklyn.org</a> Phone: (846) 276-3988
	Mr. Miles	Email: <a href="mailto:mmiles@sccsbrooklyn.org">mmiles@sccsbrooklyn.org</a> Phone: (607) 301- 3968
U.S. History	Ms. Flo	Email: <a href="mailto:mfloratos@sccsbrooklyn.org">mfloratos@sccsbrooklyn.org</a> Phone: Remind: Send a text to 81010 with this message: @llusmsflo
	Mr. Miles	Email: <a href="mailto:mmiles@sccsbrooklyn.org">mmiles@sccsbrooklyn.org</a> Phone: (607) 301-3968
Algebra 2 Special Topics Geometry	Ms. Bertini	Email: <a href="mailto:mbertini@sccsbrooklyn.org">mbertini@sccsbrooklyn.org</a> Phone: (607) 745-5883
	Mr. Perez	Email: <a href="mailto:mperez@sccsbrooklyn.org">mperez@sccsbrooklyn.org</a>
Chemistry	Ms. Gethers	Email: <a href="mailto:bgethers@sccsbrooklyn.org">bgethers@sccsbrooklyn.org</a> Phone: 347-764-4765
	Ms. Johnson	Email: <a href="mailto:hjohnson@sccsbrooklyn.org">hjohnson@sccsbrooklyn.org</a> Phone: (201) 467 - 5925
Dance	Ms. K	Email: <a href="mailto:skrasnow@sccsbrooklyn.org">skrasnow@sccsbrooklyn.org</a>

## 11th Grade Supply Checklist

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## 11<sup>th</sup> Grade ELA

### AP ELA

*Mr. O'Connor & Mr. Miles*

#### REMOTE STUDENTS

- 1 Notebook
- Pen

#### IN-PERSON STUDENTS

- 1 Notebook
- Pen

## Algebra 2 and

### Geometry (Special Topics)

*Ms. Bertini & Mr. Perez*

#### REMOTE STUDENTS

- 1 Notebook
- 1 Folder
- Pencils/pen
- Dry Erase Markers & Eraser (or Crayons)
- Small white board (or white/copy paper)

#### IN-PERSON STUDENTS

- 1 Notebook
- 1 Folder
- Pencils/pen
- Dry Erase Markers & Eraser

## Chemistry

*Ms. Gethers & Ms. Johnson*

#### REMOTE STUDENTS

- 1 Notebook
- 1 Folder
- Pencils/Pen

#### IN-PERSON STUDENTS

- 1 Notebook
- Pencils/Pen

## U.S. History Regents

*Ms. Floratos & Mr. Miles*

#### IN-PERSON STUDENTS

- 1 Notebook or section of a binder (*student's choice*)
- 1 Folder
- Pen/Pencils
- 1 Pack of either Crayons, colored pencils or thin markers
- small pack of personal tissues

#### Suggested Supplies

- Small **personal hand sanitizer**
- An **additional personal mask** (although these item will be available at all time to students)

#### REMOTE STUDENTS

- 1 Notebook or section of a binder (*student's choice*)
- 1 Folder
- Pen/Pencils
- 1 Pack of either Crayons, colored pencils or thin markers
- small pack of personal tissues

**We also suggest that each student bring a personal pack of tissues, a personal hand sanitizer, and an extra mask. (Although all these items will be available to all students throughout the school day).**