Distance Learning Family Handbook
2020-2021

7301 Race Track Road
Bowie, MD  20715
301-805-6610

www.pgcps.org/yorktown
The purpose of this handbook is to provide you with the information necessary to partner with the faculty and staff of Yorktown Elementary in order to ensure the success of all students during distance learning. We hope that you will find its contents to be of help in your role as a Parent Partner! Your support and commitment to our school are truly appreciated!

“Learners Today...Leaders Tomorrow”
Introduction

PGCPS Vision:
PGCPS will be a GREAT school system recognized for providing education services, which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

PGCPS Mission
To provide a great education that empowers all students and contributes to thriving communities.

PGCPS Motto
Where Children Matter!

PGCPS Core Values:
1. Students are our priority and all students can achieve at high academic levels.
2. Families, students, and educators share the responsibility for student success.
3. High expectations inspire high performance.
4. All staff share the responsibility for a safe and supportive school environment contributing to excellence in education.
5. The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community.
6. Continuous improvement in teaching, leadership, and accountability is the key to destiny.

“Learners Today...Leaders Tomorrow”
Yorktown Elementary Core Beliefs

Philosophy
Our philosophy is simple. We exist for children and their betterment. We wholeheartedly believe that all children can learn and that it is our job to provide for the rates and learning styles of all students. Finally, we believe that all decisions must always be made in the best interest of children.

Vision
- **Quality instruction in EVERY classroom EVERY day.** Our teachers will plan and implement rigorous and engaging lessons, ensuring accessibility to ALL students.

- Yorktown Elementary School will embody a positive school culture where all students, staff, and parents feel welcome and valued as important members of our school community.

- Our staff and families will maintain effective home-school partnerships, working collaboratively and communicating regularly to support the needs of those who matter most…Our Students!

Our Motto
“Learners Today…Leaders Tomorrow”

*The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.*

“Learners Today…Leaders Tomorrow”
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"Learners Today...Leaders Tomorrow"
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# Yorktown Elementary School

## Faculty 2020 - 2021

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<td>Special Education</td>
<td>Marylouise Brittain</td>
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<td>Sheerin Nahmias *</td>
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<td>Data Coach</td>
<td>Nicole Gownley</td>
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<td>Instructional Lead Teacher</td>
<td>Elizabeth Rodriguez</td>
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<td>Principal's Admin. Assistant</td>
<td>Kathleen Chamberlain</td>
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<td>Kindergarten</td>
<td>Kathleen Connolly*</td>
<td>Physical Education</td>
<td>Kaila Monk</td>
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<td>Hasina Thomas</td>
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<td>Jolie Trudick</td>
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<td>Grade One</td>
<td>Penny Beller</td>
<td>Speech Pathologist</td>
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<td>Natalie Bonnington*</td>
<td>Occupational Therapist</td>
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<td>Jennifer McDermott</td>
<td>Media Specialist</td>
<td>Elizabeth Dubish</td>
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<td>Professional School Counselor</td>
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<td>Grade Two</td>
<td>Jessica Elston</td>
<td>School Nurse</td>
<td>Camesha Thompson</td>
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<td>Elizabeth Hale</td>
<td>Before/After School Care</td>
<td>Irisi Fisher, Director</td>
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<td>LeAnder Williams*</td>
<td>Cafeteria Manager</td>
<td>, Manager</td>
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<td>Grade Three</td>
<td>Barbara Berned*</td>
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<td>Silvia Ramos</td>
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<td>Tracy Findlater</td>
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<td>Grade Four</td>
<td>Gerson Cuellar*</td>
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<td>Rebecca Deafenbaugh</td>
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<td>Grade Five</td>
<td>Suzanne Bermpohl</td>
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<td>Angela Chery</td>
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<td>Elyse Porambo</td>
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We Are Grateful to Our YES Faculty! They are the HEART of our school and set the foundation for successful teaching and learning!

“Learners Today...Leaders Tomorrow”
II. Distance Learning School Day & Closures

Distance Learning Program
Hours: 7:45 a.m. - 2:15 p.m.

School Office Hours: For assistance on Monday and Wednesday, please contact the front office via phone 301-805-6610.
For assistance on Tuesday, Thursday, and Friday please email the appropriate staff member.

A. Arrival/Morning Meeting

Students are expected to log on for Morning Meeting at 7:45 am. A school-wide Morning Meeting will begin promptly at 7:50 am. The purpose of the Morning Meeting is to provide an opportunity to build community and for students to begin their day in optimal learning mode. Each morning there will be morning announcements, positive affirmations, a morning message from Dr. Savoy or Mrs. Lally, and the Yorktown Pledge.

B. Elementary Full Distance Learning Model (Student Schedules)

“Taken from the PGCPS Reopening Plan. For additional information, please click here to access the Reopening Plan. Reference pages 7 – 15 and 24 - 26

“The Prince George’s County Public Schools (PGCPS) Reopening Plan is designed to provide a safe learning and working environment for prekindergarten through Grade 12 students and staff members amid the regional spread of COVID-19. The instructional program for PGCPS will continue to provide access to college and career readiness standards. All PGCPS students will participate in full distance learning during Semester 1 (August 31, 2020 – January 29, 2021). Plans will continue to be made for the preparation of in-school instruction once it is deemed safe to do so. All schools will operate during their regularly scheduled hours, in an online format. How the school system will move forward for the second semester will be reassessed by December 1, 2020.

In a full distance learning model, students will receive four live synchronous lessons per week in reading/English language arts and mathematics, and one or two live synchronous lessons per week in science and social studies. Classes for health, physical education, music and art will rotate daily. Students will receive one lesson per week for each of these classes. Live lessons may be recorded for viewing at a later time. Sample schedules are provided in the Reopening Plan.

While we have a recommended schedule in our guide with content sessions for an hour, it is our expectation that principal’s and teachers’ discretion and flexibility will be used to adjust the time accordingly based on student grade levels and age appropriateness for continuous online learning. Teachers will provide small group instruction to three to four student groups throughout the week for both reading and mathematics. Students not participating in small group instruction will have independent practice. Wednesdays will be used for additional small group instruction and independent practice as needed.”

Yorktown Elementary School’s schedule reflects the PGCPS expectations for full Distance Learning. The program will begin each day at 7:50 AM and conclude at 2:15 PM. A typical distance learning day will include content area instruction utilizing a variety of instructional strategies and models, lunch, virtual recess, social emotional learning, and specials – Physical Education, Art, Music, Library, and Guidance.

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School Closure and Changes in School Hours
In cases of poor weather conditions or other local emergencies, the PGCPS CEO or designee will make decisions regarding school hours. These decisions concerning early morning closings are generally made prior to 6:00 AM. Radio stations and television stations within the Washington Metropolitan area then provide an announcement. This information may also be accessed on the Prince George’s County Public Schools web page at www.pgcps.org. Parents can sign up to receive e-mails about delayed openings and early closings at http://www1.pgcps.org/weather/ When schools are closed early or all day, all evening activities are cancelled, and school buildings are not available for after-school activities by other public or private organizations.

1. **Delayed Openings**
Delayed openings will be either one or two hours.

   - **One-hour delay** – Yorktown Distance Learning Program (DLP) will begin at 8:50 AM.
   - **Two-hour delay** – Yorktown Distance Learning Program (DLP) will begin at 9:50 AM.

2. **Early Closing**
Early closing decisions are made by the CEO of Prince George’s County Schools. This information will be posted on the county website and televised on local TV stations. When in doubt please, contact the front office. If there is an early closing, Yorktown DLP will conclude in accordance with PGCPS expectations.

3. **Half Day/Two-Hour Early Dismissal**
During the Yorktown DLP, students may have a half-day or two-hour early dismissal of school. This means that the school day will end for students at 11:15 AM or 12:15 PM respectively.

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III. Attendance

A. Attendance
Please click here to access the PGCPS Reopening Plan for details regarding Attendance. Specific details regarding Attendance can be found on pages 72 – 75 of the Reopening Plan.

B. Tardiness
The Yorktown DLP will begin each day at 7:50am. We want all students to log in between 7:45am and 7:50am for Morning Meeting. The beginning of the day is extremely important for students and teachers. When a child arrives late, the class and teacher are inconvenienced and the late student is unaware of announcements and instructions that have already been given. Arriving on time is a habit that we work to establish in all students. We urge parents to make every effort to have your child logged in and prepared for learning on time each day.

C. Absence
When your child is going to be absent, parents are asked to email Mrs. Gambriel at Laurie.Gambriel@pgcps.org and your child’s teacher to inform of the absence. When the child returns to school after an absence, parents must email a note to Mrs. Gambriel and their classroom teacher explaining the reason for the absence. Following an excused lawful absence, teachers will coordinate with the student and parent to determine a schedule for submitting missed assignments.

D. Absence for Illness
Attendance during the Yorktown DLP is very important. If a child is not present, he/she cannot fully benefit from the teaching and learning experience. However, we understand that illness may arise and children may not feel well. In the event your child is not feeling well, please allow them to rest and recover to ensure they are fully capable of attending to online teaching and learning.
IV. Student Life

A. Student Rights
Prince George’s County Public Schools does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, sex, age, national origin, religion, or handicapping conditions. Tulip Grove Elementary respects the rights of students and will ensure that all students will be treated equally and fairly. Student rights are outlined in the Students’ Rights and Responsibilities Handbook (SRRH):

- A free public education in a safe learning environment where high standards are stressed
- Freedom of speech, press, assembly, and religion
- Due process of academic, attendance, and disciplinary measures
- Inspect, review, and seek to amend educational records
- Access to prevention and intervention programs

B. Student Responsibilities
Along with rights come responsibilities. Please review these responsibilities with your TIGERS:

- Help create and maintain a safe and orderly online learning environment that provides a space for all to learn with limited distractions.
- Know and obey all school and online rules and regulations.
- Attend Blooming At Home DLP each day prepared and ready to learn.
- Work to your full potential in all academic and extracurricular activities.
- Obey all instructions from all school employees in a positive manner.
- Ask questions to ensure understanding.
- Dress according to PGCPS dress code.
- Accept responsibility for actions.

To view the Student Rights and Responsibility Handbook (SRRH) in its entirety please [click here](#).

1. Code of Student Conduct
The basic policy of the Board of Education regarding student conduct and discipline is found in The Student Code of Conduct which can be found in the SRRH. All personnel in the Prince George’s County Public Schools use this Code as they work with children. At the start of the school year, our Professional School Counselor will review the Student Code of Conduct with all students making connections to appropriate online behavior. We will align these standards to our TIGER Characteristics to ensure this information is shared with students in a manner in which they can easily understand and access.

The staff at Tulip Grove Elementary School works with children in a positive manner in order to maintain good order at all times. Students understand that rules are made so that they will be able to learn and function in a safe environment.

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environment. Staff members communicate with parents regarding problems that a child may be having with discipline. Parents are encouraged to provide as much support as possible in this area. It is extremely important for students to realize that school personnel and parents are working cooperatively. With your support of the guidelines, which we have established for our students, all students participating in the Yorktown DLP will have the opportunity to get an excellent education in a very safe and secure environment!

2. **General School Guidelines**

If all students understand and follow these guidelines, we can make the Distance Learning Program a success for all students. If everyone respects the rights of others to get a good education, we can all work and learn in a positive online learning environment. Please review these expectations with your student!

- Students should show respect for all during online learning.
- Students should show respect for learning materials: books, technology, manipulatives, and learning supplies. Vandalism is unacceptable and may result in monetary costs for repairs.
- Students should log into the Yorktown DLP virtual platform and actively participate in learning. Students should have a learning space free of distractions. During the school day, students should not be lying in bed. A designated working environment will help to set the tone for active participation and learning.
- Log-in to the Yorktown DLP on time, prepared, and ready to learn.
- Students should work to the best of their ability and always put forth amazing effort!
- Cooperation should be shown as we work together in small or large groups; following the teachers’ directions is imperative.
- During live sessions, students are expected to use proper language and good manners when engaging in conversation with the class and in the chat.
- Only appropriate items for instruction should be brought to live Zoom sessions. Toys should only be brought when the teacher permits. Toy weapons are not acceptable.
- Students should attend live Zoom sessions appropriately dressed. Students are welcome to dress comfortably however we will reserve pajamas for specified Pajama Days. For additional information, please see the PGCPS Dress Code.

3. **Bullying/Conflict Resolution**

Based on national, state, and local interest, all students at Yorktown Grove Elementary School will be educated on bullying, online bullying, and conflict resolution. Through classroom guidance lessons and classroom discussions, students will learn strategies to handle conflicts. If a student is experiencing difficulty, the Professional School Counselor and Classroom Teacher will be available to assist. At times, situations may require the attention of the Principal or Administrative designee. Following a thorough investigation of the situation, they determine next steps on a case-by-case basis using guidance from the Student Rights and Responsibility Handbook.

4. **PGCPS Dress Code**

- No hats or “skull-caps” are to be worn at any time. Headdresses can be worn indoors for religious or health reasons only.
- Shirts and blouses should be continuous from neckline to waist. The mid-section should never be visible. Tank tops or muscle shirts are not allowed.
- Clothing with vulgar language, obscene pictures, weapons, drugs/alcohol, drug paraphernalia and/or tobacco products are not allowed.
- Identifiable gang/crew clothing or paraphernalia are not allowed.

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● See-through clothing is not allowed.
● Skirts, dresses, shorts, and spandex skirts should be no shorter than the individual’s fingertip level.
● Pants should be secured at the waist; no sagging below waist to expose undergarments.
● Tights, stretch pants, leggings, and spandex body suits must be worn with clothing long enough to cover the buttocks.
● Shoes must be worn. (For your safety soft-soled or closed toed shoes are recommended for recess and Physical Education).

Students Should Dress Appropriately For the Yorktown Distance Learning Program . . . Please No Pajamas!

5. Computer Technology

Students using Yorktown Elementary-issued technology must adhere to the following guidelines:

- No illegal activity.
- No “chat rooms” or “chat lines”.
- No Internet sites that promote activities or opinions inappropriate to a school setting (as determined by a staff member).
- No use of equipment for commercial purposes.
- Must not impede network operations.
- Must not interfere with others’ work or use another’s account.
- Must not misrepresent one’s own identity.
- Must not disclose one’s identity on the Internet.

6. Books and Materials

Yorktown Elementary will issue individual learning kits to all students. The kits will include textbooks and materials students can use at home for learning. It is important that students care for their learning tools so they are available for instruction when needed. When students are not using textbooks and materials, they should be in a safe place to avoid loss and damage.

Parent partners, please help your students care for their learning tools and textbooks!

7. Homework

The Yorktown Distance Learning Program will provide time during the day for independent practice and work completion. Similar to the regular school day, teachers may assign tasks to be completed at home. These assignments may be learning activities and projects related to instruction presented within the school day as well assignments students need additional time to complete. The purposes of at home learning tasks are to reinforce, supplement, and enrich work done in the classroom, provide for individual interests, promote competency in skills and content learning, help students to manage time effectively, apply acquired knowledge, and enable students to use a variety of sources of information. We understand that students will be engaged in distance learning for much of the day. This will be taken into consideration when assigning tasks to be completed after school hours.

At the beginning of the school year, teachers will share additional information about homework expectations.

Homework Suggestions to Promote Positive Homework Habits:

- Students should write down their daily homework assignments.
- Work in a quiet space.
- Set a specific time for assignment completion.
- Jot questions about the learning, misunderstandings, and wonderings.
- Have supplies prepared.

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● Check assignment for accuracy.
● Put forth your best effort.

*Parent Partners are encouraged to help with homework – ask prompting questions, give a hint, circle areas that your child should review, and celebrate effort and job well done. Parents Partners should not complete assignments for students, this is not beneficial and does not support learning.*
C. Distance Learning Food & Nutrition Program

The Yorktown Distance Learning Program schedule includes a 30-minute lunch break. During this time, students should enjoy lunch at home. Lunch will not be supervised by Yorktown faculty. On occasion, Yorktown faculty will facilitate Lunch Bunches to support social emotional learning. Lunch is a time to refuel for afternoon learning!

Food service will operate under the National School Lunch and Breakfast program. All students have the option to get meals from school. Students not eligible for free and reduced-priced meals will have to pay for breakfast and lunch. The cost for meals is as follows: Breakfast is $1.60 and Lunch $2.75, including milk.

Food and Nutrition Services strongly encourages cashless transactions and encourages all households to deposit funds into their student account. Money can be deposited in a student’s account at any time in any amount up to $99.99. To add funds to your TIGERS Lunch Account, please click on the following links to access the Online Payment Service & Mobile App.

Food and Nutrition Reminders

- All schools will serve as meal distribution sites.
- Food Nutrition Services will assign students to a specific school based on proximity to their enrolled schools to pick up meals (e.g., Catherine T. Reed would pick up meals at DuVal High School.)
- Breakfast and lunch offered
- Suppers in eligible schools
- Meals will be pre-packaged and distributed two days per week
- Monday – meals for Monday, Tuesday, Wednesday
- Thursday – meals for Thursday and Friday
- Meals will be counted by eligibility status
- Students will need to provide Name, PIN#, and the school enrolled in if they pick up a meal from a school they do not regularly attend.
- Food Nutrition Services will use school rosters to verify and record students who receive a meal.
- Lunches will be picked up directly from the Cafeteria. Families should park in the front lot and access the cafeteria door using the service sidewalk on the right of the building that leads to the basketball court. Please adhere to signage, direction from cafeteria staff, and practice social distancing.

Food and Nutrition Information is Taken from the PGCPS Reopening Plan. For additional information, please click here and reference pages 93 – 95. To access the PGCPS Food and Nutrition Website, please click here.

Lunch Accounts

Yorktown Elementary uses a computerized meal program. All enrolled students are issued a 4 or 5-digit PIN# and a corresponding meal account. It is important that each student memorize his/her PIN#. This number is confidential; therefore, the number must not be given to other students.

D. Recess

The Yorktown Distance Learning Program schedule includes a 15 minute recess as well as additional class breaks throughout the day. It is an opportunity to break to relax, rejuvenate, and prepare for afternoon learning. Teachers will inform parents of the schedule so they can plan accordingly.

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E. Reporting Student Progress

Each quarter, student progress will be reported through a mid-quarter progress report and quarterly report card. Parents will also have 2 scheduled Parent Teacher Conferences in October and February. If you have questions about your child’s progress, please know you can connect with Yorktown faculty at any time to inquire. In addition to communication with the teacher, all parents have access to their child’s grades via the Family Portal of SchoolMax. For additional information and to sign up, please click here. If you need assistance, please email Mrs. Gambriel at Laurie.Gambriel@pgcps.org.

1. Report Cards

Prince George’s County Public Schools (PGCPS) is committed to providing our students with an educational program based on instructional practices that are rooted in educational research and support student achievement. To support these efforts and establish a system where assignments and assessments both inform and drive instruction as well as provide an accurate measure of a student’s academic achievement, we will incorporate an equitable grading practice in every content area to ensure all learners’ academic success is measured with fidelity.

All students will receive graded assignments and feedback on work submitted as part of the Yorktown DLP. Parents should check Google Classroom and SchoolMax frequently to monitor student progress and teacher feedback. If you have questions regarding grades or feedback on assignments, you should contact the teacher for additional information. The grades collected on assignments, will be used to inform progress report and report cards.

✔ Teachers will collect a minimum of two grades per week for elementary content areas depending on the number of sessions.
✔ Assignments will remain the same weight: class work (50%), homework (10%), and assessments (40%).
✔ Students receive a letter or numerical grade based upon assignment completion.
✔ Teachers will share additional information about grading and reporting at the start of school.
✔ For additional information on grading, click here to access the Reopening Plan. Reference pages 76 and 77.

Kindergarten and Grade 1

✔ 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

✔ 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 below 60%
✔ I = Incomplete. The “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.

In accordance with PGCPS Policy, students in grades 2 -5 will receive Honor Roll for a Grade Point average of 3.0 or higher with no grade lower than a C and Principal’s Honor Roll for a grade point average of 4.0. We will determine how best to celebrate student accomplishments given our current learning environment.

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V. Parent Involvement

A. Communication

The success of the Yorktown Distance Learning Program is highly dependent on the home-school connection. It will be important that parents and educators have consistent and effective communication. Research has shown that this positive relationship has significant benefits for students.

1. Connecting to Dr. Savoy

On the 1st Friday of the month, Dr. Savoy will send out the parent newsletter, which will provide strategies to support the home school connection, upcoming school events, and important school information. Parents are invited to send pictures to Taryn.Savoy@pgcps.org to have your student showcased!

Dr. Savoy will be available to support students and parents! If you need assistance, please Principal Savoy at Taryn.Savoy@pgcps.org to set-up an appointment. Dr. Savoy will be available to support student engagement, behavior, and academics, parent concerns and questions, and other needs that may arise.

2. Teacher Communication

Every Friday, teachers will send a class email to parents with important updates, content/skills, and assessment information for the upcoming week.

3. Communicating with School Personnel

If you need information, have questions, or concerns, feel free to call the school on Monday and Wednesday. If you need support on any other day of the week, please email the appropriate staff member. The days and times the building is occupied may change depending on the PGCPS Reopening Phases.

The best way to communicate with teachers will be via email. If you email a teacher, you should expect a response within 24-48 hours. Due to the demands of the instructional day, teachers will respond to emails between 7:15 AM and 7:50 AM, 2:15 PM and 3:00 PM, and as they are able during their planning period.

If you need assistance with connecting with a teacher, please email our administrative team for support.

4. Website/Social Media

To stay in the know, please follow Yorktown on Twitter @YES_PGCPS. The Yorktown Elementary School website is a hub of information and helpful resources. The PTA Facebook page always has the latest YES happenings! Connect with us on one of these outlets!

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B. Parent Engagement During Live Instructional Zoom Sessions

It will be challenging not to sit with your child and support his/her learning during live instructional Zoom sessions. However, we are asking parents to be mindful about the level of support being provided. If you sit with your child and provide the correct responses, it will be difficult for the teacher to truly gauge what your child is learning. After the initial adjustment to online learning, we would like parents to gradually release responsibility to students to attend class without support. For our younger learners, we know this may be difficult. If you are seated with your child during online learning, consider prompting questions and reminders versus giving the answers and doing the work. Your cooperation and understanding are greatly appreciated!

C. Classroom Visitation During Live Instructional Zoom Sessions

Classroom visitation provides parents with an opportunity to observe the great things happening within live instructional Zoom sessions and to view your child in his or her daily setting. To limit distractions, we ask that parents inform teachers that they would like to participate in the online class. The classroom visit is for observation purposes. It is not the time to have a parent/teacher conference. Also, please refrain from other disruptions such as using cell phones, being unmuted, talking, and asking questions.

D. Volunteers

Students feel a sense of pride when they see their parents and other familiar adults supporting school. Parent volunteers are eagerly sought at Yorktown. During the distance learning, teachers may plan virtual field trips and learning experiences that require support from Parent Volunteers. We encourage all YES Parent Partners to volunteer!

Due to restrictions as a result of the pandemic, the process outlined below may not take effect until we meet again.

For additional information, please click here.

Additional information will be provided about volunteer opportunities as we learn more.

Due to restrictions as a result of the pandemic, the process outlined below may not take effect until we meet again.

For additional information, please click here.

Board of Education Policy now requires that volunteers undergo fingerprinting, a Child Protective Services Clearance, and SafeSchools Video Training Modules to ensure the safety of students, staff, and fellow volunteers at all school sites.

Administrative Procedure 4215 - Criminal History Checks and 4216.6 – Volunteer Services

Effective August 18, 2016, parents/guardians and other individuals interested in volunteering for school system activities and events are required to complete: (1) a fingerprint background check, (2) child abuse/neglect clearance from CPS at least 15 days in advance of the activity/event, and (3) complete the required SafeSchools training modules each school year prior to engaging in volunteer activity. Access to videos: www1.pgcps.org/required-training/ click on the first blue box (Volunteer/Parent Training)

- **Cost:** $62.25 (Costs may be reduced or waived for parents/guardians who qualify for Free and Reduced Meals (FARMs). Please bring a copy of your FARMS eligibility letter from the Department of Food and Nutrition Services.)

- **CPS clearances are free,** but the paperwork must be notarized. PGCPS staff provides notarization on site free of charge.

- Credit card, money order, and cash accepted

**Fingerprint background check & CPS clearance** - Please provide a copy of your receipt to the school office for their records at least 15 days before the activity/event. This gives our staff enough time to receive results and notify you and the school principal if there are any adverse findings on your record that may prevent your participation in the event/activity.

“Learners Today...Leaders Tomorrow”
E. **Birthdays Celebrations During Live Zoom Sessions**

Parents are asked to make arrangements with the teacher **at least 48 hours in advance** to celebrate a TIGERS birthday during a Live Instructional Session. The class will sing Happy Birthday and/or share Birthday Wishes!

F. **PTA**

We are proud to have a very active PTA that supports our school in so many beneficial ways. If you would like to join our PTA efforts, please seek a member of the Executive Board. PTA has meetings throughout the school year. The dates and times for meetings will be communicated via the PTA Facebook Page, Twitter, school – wide email distribution, and posts on the YES Website. Please use the following email to communicate with all PTA board members: yorktownpta@gmail.com

*All parents are encouraged to show their support for the outstanding work done by joining the PTA and attending regular meetings. PTA will notify parents of monthly meetings via the school communication system, newsletter or flyers. Information regarding PTA functions will be included in our monthly newsletters and on our Yorktown Elementary School website. Please actively participate to demonstrate your support!*

G. **PGCPS Dates to Remember (2020–2021)**

To view the PGCPS 2020-2021 School Calendar, [please click here](#). The calendar includes important dates, days off, marking period start and end dates, and student vacations. Please download a copy for planning!

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