

## Continuity of Learning

### Student Expectations and Responsibilities for Learning in a Digital Environment

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As a result of the COVID-19 outbreak, schools will be closed for a few more weeks. Supplemental activities have been uploaded to the school system website to allow you to keep learning. This document outlines what learning will look like beginning April 1. The longer schools are closed, the more likely that plans will need to be adjusted, so we will continue to update our school community as things change.

#### When do I start school in a digital environment?

Beginning April 1, you will log into Schoology to access learning activities. We will not have school on Good Friday, April 10, and Easter Monday, April 13.

#### What should my day look like?

You should develop a schedule that works best for you and your family, which incorporates time to learn, time to exercise, time to eat, time to play, and time to be a kid.

- Elementary – Work in 15-20-minute increments, not to exceed 2 hours per day
- Middle – Work in 20-30-minute increments, not to exceed 3 hours per day
- High – Work in 30-40-minute increments, not to exceed 4 hours per day

#### What will I be asked to do?

You should log in to Schoology to access your learning activities. Your teachers will post these learning activities according to the schedule below by 8:30 a.m. each morning. Teachers are asked to chunk learning activities in order to not overwhelm you. They understand that you may not be able to log in at the same time each day. You may complete your learning activities any day of the week. We want to help you do your best, so don't forget to ask your teachers for help when you need it.

#### High School

- Monday and Wednesday – Math, Social Studies, CTE/NJROTC, PE/Health
- Tuesday and Thursday – English, Science, World Language, Fine Arts, ESOL
- Friday is a make-up day and should be used as a continuation of learning for the week.
- It is recommended that, when possible, students work through their online learning activities between 8:30 – 11:30 and 12:30 – 2:30 daily.

#### Middle School

- Monday and Wednesday – Math, Social Studies, Related Arts/World Language, PE/Health
- Tuesday and Thursday – ELA, Science, Music/Grade 8 Art, ESOL
- Friday is a make-up day and should be used as a continuation of learning for the week.
- It is recommended that, when possible, students work through their online learning activities between 8:30 – 11:30 and 12:30 – 2:30 daily.

#### Elementary School

- Monday and Wednesday – Math, Science
- Tuesday and Thursday – ELA, Social Studies
- Friday – PE, Art, Music, Library, ESOL and make-up day for learning posted Monday through Thursday

- It is recommended that, when possible, students work through their online learning activities between 8:30 – 11:30 and 12:30 – 2:30 daily.

### When do I have to do my work?

You may do your work whenever it is easiest for you. You may also work on any learning activities on any day of the week. Set a schedule for yourself that allows time to focus on your schoolwork. You and your parents will receive an email from the teacher when learning activities are ready to view. Take time to learn each day, so you remain focused. Some teachers might try to set common times to get your class together through Microsoft Teams. If you can be a part of this online meeting, GREAT! If you can't, that's OK, too.

### What are we trying to accomplish?

During this time period, we hope to provide continuity of learning. This means your teachers are providing meaningful learning activities that will maintain and extend your knowledge and thinking skills.

### What if I get services through an IEP or 504 plan?

Your teachers and providers will communicate with your parents to determine a schedule when services will be provided.

### What is expected of you as a student?

Most importantly – Do your best. No matter what our school system plans, learning online will not be the same as regular school. Your teachers are focusing on what is possible, considering the many difficulties some of you may experience while working at home during this time.

### What if I am currently enrolled in a CCPS high school online course?

Your online courses will resume April 1, as previously taught.

### What if I have questions?

If you need help with any content, technology, or social or emotional needs, we want you to know that we are here to help. Email is your best option.

If you have questions about the posted **LEARNING ACTIVITIES**, don't be afraid to ask. Email your teachers, and you should get a response either during the teacher's designated office hours (for example 8:30 – 11:30 and 12:30 – 2:30) or, if an email is sent outside of office hours, a teachers will respond when they return. Some of your teachers may use other ways to contact you, for example, by phone, video chat, or discussion forums in Schoology.

Your librarians are also available to help with your questions.

If you have questions about your **DEVICE** (laptop/computer) or **LOGIN ISSUES**, please email [ccpsdevicehelp@calvertnet.k12.md.us](mailto:ccpsdevicehelp@calvertnet.k12.md.us) . Beginning April 1, you can call 443-550-8146.

If you have questions regarding any applications you are using (Schoology, Dreambox, Clever etc.), please contact your teacher directly. If they are not able to resolve the issue, please email [ccpsapplicationhelp@calvertnet.k12.md.us](mailto:ccpsapplicationhelp@calvertnet.k12.md.us).

If you are having **SOCIAL OR EMOTIONAL** needs, contact your school counselor.

If you feel you are in crisis, call 211, text any word or phrase to 741741, or call the local crisis center hotline number at 410-535-1121 or the national teen help line at 1-800-422-0009.

## What is Schoology?

Schoology is Calvert County Public School's Learning Management System, where all learning activities will be posted during this time. When you log into the platform, each of your classes shows as an icon tile. When you click on an icon tile, you will open that class to view the learning activities posted by your teachers.

If you need help navigating the Schoology platform, please view the [Navigating Schoology video](#).

## Did you forget how to sign into Office 365 to access email and Schoology?

### What do I do if I forgot my username?

Your Office 365 username is the letter "s" followed by your Student ID (lunch number) number, followed by @calvertnet.k12.md.us

#### **Example: Jon Smith**

Student ID (lunch) number: **13494**      Email Address: [s13494@calvertnet.k12.md.us](mailto:s13494@calvertnet.k12.md.us)

- If you don't know your Student ID (lunch) number, you can contact your school.

### What do I do if I forgot my password?

Student passwords for PreK – 8 are the students' 8-digit (MMDDYYYY) birthday.

High school students changed their passwords in January.

High School students:

- Attempt password recovery here: <https://passwordreset.microsoftonline.com/>
- If you need additional help, contact your school.

Pre-K – 8:

- Contact your school

## [Directions for logging into Schoology](#)

What if I don't have access to a device or internet at home?

If your family is having problems with internet connectivity in your home, please see the [Internet Connectivity Options](#) information. CCPS is updating this page as more resources or options become available.

If you don't have a device or internet, contact your school principal for more information. For families where internet access cannot be resolved, schools will provide paper copies of learning activities.

## How do I get paper copies?

Schools will provide copies in a manner that is convenient for you and your family and safe for our staff.

## How do I log in to a CCPS provided device?

**Pk-2** - Log in using your district username and password. If you are having difficulty, you may log in using the Guest account. There is no password for the Guest account.

**Grades 3-8** - Log in using your district username and password.

**Grades 9-12** – Log in using your district username and password. If you are having difficulty, you may log in using the Guest account. There is no password for the Guest account.

When the CCPS laptops are on the school network, the Internet is filtered. When CCPS laptops are used off school property, content may not be filtered.

Please keep the CCPS laptop plugged in overnight. When you are finished with the laptop, shut the lid. You do not have to turn off the laptop. This allows for any needed updates.

## Will I be responsible for my computer and need to return it?

Yes, you will need to return your device, in addition to any other school issued items. More information will follow about how this will happen towards the end of the school year.