



Prosperitas Leadership Academy
Designed for Success Destined to Succeed

Remote Learning Newsletter (VOL.2)

Dear Prosperitas Leadership Academy,

Prosperitas Leadership Academy teachers and students will be actively engaged in remote learning. We have been networking with other charter schools across the state to develop plans and procedures to ensure the delivery of high-quality instruction for your students. Our goal is to find a balance between remote learning and our students' needs while being sensitive to our families during this most challenging time.

In conjunction with our announcements on the [APEX portal](#), we will be providing you a weekly newsletter on our website www.pla1.org. Here you will find all the necessary tools for your student to be successful.

At this time, we will continue to follow this Remote Learning Plan through April 15, 2020. We will continue to communicate with families through our [website](#), [APEX portal](#), and email messages to share new developments and Remote Learning updates.

Dr. Nadia Pierre

Principal



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Tracking Daily Attendance

Q: What does it mean to be closed until April 15?

1. A: Campuses are closed. The expectation is that school districts operate under the CDC's guidance of limiting groups to 10. Schools are encouraged to operate virtually or through other non-classroom based means to the greatest extent possible to implement the continuity of instruction plan.

2. Q: What does it mean that school districts should be prepared to expand their school calendars until June 30, 2020?

A: Our goal is to complete the school year on time and on schedule. The reason we said April 15 is because the CDC is giving updates every 15 days. We are monitoring the state and federal guidance regarding COVID-19 containment, and we will remain in close contact with districts while they are implementing their continuity of instruction plans. As we approach April 15, the date students are set to return, additional guidance on distance learning plans will be provided. Current adopted school district calendars vary; some end in May while others end in June. Updating calendars and adding additional days is a local decision, and districts may extend their calendars through the end of the fiscal year.

3. Q: How will Prosperitas Leadership Academy demonstrate and document daily student attendance?

A: Our goal is to demonstrate and document daily student attendance using the following methodology:

- Students must log into [APEX](#) (E- Learning Software) with their appropriate credentials
- Students must follow his or her individual school schedule
- Students must login into each class by period that he or she is enroll in and complete their [Cornell notes for English/Social Studies](#), [Cornell notes for Science/Mathematics](#), quiz, and or test



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- Students must login and complete his or her coursework during normal school hours Monday-Friday, 8am -1pm

Student Remote Learning Class Schedule

| | |
|--------------------|---|
| 7:45-7:59 | Homeroom- check APEX and email credentials |
| 8:00-9:00 | 1st period check in |
| 9:01-10:01 | 2nd period check in |
| 10:02-11:02 | 3rd period check in |
| 11:03-12:03 | 4th period check in |
| 12:04-1:04 | 5th period check in |
| 1:05 | Lunch and dismissal |



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Distance Learning classes will start on Monday, March 30, 2020

Each student has been issued an email address to be used to communicate with teachers for the purpose of unlocks and resets. Students will utilize writable PDF or Word version Cornell notes for Math Science and English and Social Studies, electives. The student code of conduct policies in regards to Cornell notes will remain the same with the implementation of electronically submitting Cornell notes.

Students have the following options for submitting Cornell notes electronically to their teachers. Teacher will be available via email during the hours of 8:00 a.m. to 1:00 p.m. Monday thru Friday.

Option 1: Download the writable pdf or word version of the Cornell notes from email or Apex Announcements page – Submit to the teacher of record via email, teacher will respond with direction to student.

Option 2: Handwrite Cornell notes in the format listed. Take a picture of the note and submit the note via teacher's email address.

Handwritten notes must have the following content:

a. English, Reading, Social Studies and Elective Form

1. Header – Student Name, Date, Subject and Unit/Lesson
2. Main Idea / Questions
3. Vocabulary
4. Summary / Who, What, How, Where, and When
5. What did I learn / what I still do not understand?

b. Math and Science Form

1. Header – Student Name, Date, Subject, Unit/Lesson
2. Main Idea
3. Vocabulary
4. Formula's
5. Summary of what I learned



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Course Completion Procedure

Students must adhere to Prosperitas' Cornell Note taking procedures for unlocks and resets of course material.

UNLOCKS

- Students must present Cornell Notes for a quiz or CST to be unlocked.
- For a quiz, the notes must be labelled with the section number and title.
- For a CST, present your notes for the entire section.
- No more than 2 quizzes will be unlocked at a time.

RESETS

- After the initial unlock, you may have 2 (two) resets.
- For your first reset, you should review your notes and use a highlighter or different color ink to show revisions.
- If a 2nd reset is required, you will need to complete additional notes for the section and/or unit. The need for multiple resets is an indication you have not written thorough notes.

PASSING GRADES

- 80% is the minimum passing grade for quizzes, CST's and final exams.
- If you score a 70-75%, the teacher has the option of having you correctly answer a missed question on the quiz, or CST, for additional points.
- If a student scores lower than 60% the protocol for resets should be followed.

FINAL EXAMS

- The teacher of record must unlock the final exam. This should be done only after Cornell Notes and verified a grade of at least 80% has been earned on **all** quizzes and CST's.
- A student may retake the final exam once after 24 hours and reviewing and revising notes and/or study guides. A teacher has the option of enrolling a student in a special course if the final exam is not passed a second time.



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- If a student fails a second time, a diagnostic will be administered to determine the area of weakness. Consequently, the student will be enrolled in a prescriptive course.

CLASS/COURSE CLOSURE

- A course/class may be closed once a student has earned an overall course grade of 80% or higher.
- All Cornell Notes must be turned in to the course teacher.
- The teacher will close the course after collecting all the student's Cornell Notes for the course. The notes will be retained in addition to the APEX completion letter. Teachers should scan to an USB.
- Teachers have 2 business days from the receipt of the Cornell Notes, to close a course.
- Course completions will be submitted to the Director of Student Academic Progress for review and signature
- Cornell Notes will be provided electronically. Students will be allowed to take notes on this electronic version and submit to his or her teacher via email.

APEX TIME STAMPS

Apex time stamps student login and activity, this form of activity and submission of Cornell notes via email will be used to record student attendance.

As we are already an e-learning provider, there is very little adjustment that needs to be made in moving students from onsite supervision to a virtual environment.



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EMAILING OF CORNELL NOTES

All students will receive a school generated email and a generic password (Password1) `firstnamelastname@pla1.org` for example: `janesmith@pla1.org`.

1. Go to <https://outlook.live.com/owa/>
2. Sign in with your apex username@pla1.org
3. Enter your temporary password *Password1*
4. Create a password – Suggested to use your current Apex password
5. Open the Cornell notes email
6. Download both Cornell notes versions
7. Once Cornell notes complemented send to teacher via email at the address provided below.

All instruction concerning e-learning (APEX) will be posted on APEX's landing page.

Students must adhere to Prosperitas' Cornell Note taking procedures for unlocks and resets of course material.

Teacher / Staff Email Addresses:

English – Ms. Rodriguez – c.rodriquez@pla1.org

Reading/English Foundations- Mr. Fils-Aime – p.fils-aime@pla1.org

Social Studies – Ms. Lerch – a.lerch@pla1.org

Social Studies Elective – Ms. Blacknell – j.blacknell@pla1.org

Math, Math Elective – Mr. Providence – j.providence@pla1.org

Science, Science Elective – Dr. Shaw – j.shaw@pla1.org

Academic Advisor – Ms. Hairiston – l.hairiston@pla1.org

Attendance Clerk – Ms. Wafer – k.wafer@pla1.org

Operations Administrator - Ms. Gobin – s.gobin@pla1.org



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Teacher Expectations

In the event there mandated school closures, Prosperitas Leadership Academy will make plans to transition to e-learning instruction during normal school hours. Teachers will be available to facilitate learning and to collaborate with students during the normal school day 8am- 1pm.

Teachers will communicate via email to students, teachers, and other staff members for the duration of this school closure.

Teachers will grade, unlock, and reset all students' assignments in a timely manner.

Teachers will save all students' Cornell notes in a folder to be printed at a later date.



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Teacher Remote Schedule

7:45-7:59

Homeroom- Monday- Friday, email your homeroom students utilizing the school generated emails. The email subject line must read “Remote Learning with the date”. For example, “Remote Learning, March 30, 2020”

The body of the email must read “Good Morning,

- **While our school building may be closed, Prosperitas Leadership Academy’s teachers and students will be actively engaged in remote learning**
- **Students must log into [APEX](#) (E- Learning Software) with their appropriate credentials**
- **Students must follow his or her individual school schedule**
- **Students must login into each class by period that he or she is enroll in and complete their [Cornell notes for English/Social Studies](#), [Cornell notes for Science/Mathematics](#), quiz, and or test**
- **Students must login and complete his or her coursework during normal school hours Monday-Friday, 8am -1pm**

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Option 2: Handwrite Cornell notes in the format listed. Take a picture of the note and submit the note via teacher’s email address.

Handwritten notes must have the following content:



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| | |
|--------------------|---|
| | <p>a. English, Reading, Social Studies and Elective Form</p> <ol style="list-style-type: none"> 1. Header – Student Name, Date, Subject and Unit/Lesson 2. Main Idea / Questions 3. Vocabulary 4. Summary / Who, What , How, Where, and When 5. What did I learn / What I still do not understand? <p>b. Math and Science Form</p> <ol style="list-style-type: none"> 1. Header – Student Name, Date, Subject, Unit/Lesson 2. Main Idea 3. Vocabulary 4. Formula's 5. Summary of what I learned <ul style="list-style-type: none"> • Students must email teachers any questions or concerns he or she may have” |
| 8:00-9:00 | 1st period check ins |
| 9:01-10:01 | 2nd period check ins |
| 10:02-11:02 | 3rd period check ins |
| 11:03-12:03 | 4th period check ins |
| 12:04-1:04 | 5th period check ins |
| 1:05 | dismissal |
| 1:30-2:00 | lunch |
| 2:00-3:00 | Tutoring and Office Hours |
| 3:00-4:00 | Staff meetings, professional and staff development |



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Administrative Roles and Responsibility

Dr. Pierre

- Oversee Remote Learning timeline, training, parent communication support
- Meet virtually with teachers regularly
- Monitor teacher lesson plans
- Oversee the ESOL program
- Ensure learning and assessment practices are in line with Florida Department of Education
- Oversee Prosperitas Leadership Academy Board of Directors' relations
- To schedule a virtual meeting with Dr. Pierre, send email to n.pierre@pla1.org

Ms. Gobin

- Oversee student's email and APEX Learning accounts
- Oversee student's attendance
- Oversee new student registration and enrollment in Skyward and APEX Learning systems
- To schedule a virtual meeting with Ms. Gobin, send an email to s.gobin@pla1.org

Ms. Hairiston

- Oversee APEX Learning courses
- Oversee APEX Learning registration, course completions, and new course enrollments
- Oversee student academic progress and appointments via (Big Blue Button, phone, or email)
- Oversee the Exceptional Student Education including but not limited to IEP's, Section 504 plans, reevaluations, initial evaluations, that may expire
- To schedule a virtual meeting with Ms. Hairiston, send an email to l.hairiston@pla1.org



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Exceptional Student Education Services

In an effort to maintain compliance, the purpose of this memorandum is to provide direction to school staffing specialists and Section 504 coordinators regarding IEP, Section 504 and other ESE related meetings. IEP and Section 504 teams are not required to meet in person during the extended closure. Schools are permitted to hold virtual meetings or phone conference meetings so long as the parent(s) or guardian is in agreement.

Documentation of how this has been communicated with the parent and the date in which a parent provided a response regarding a virtual/telephonic meeting is required. This documentation is essential to establish a good faith effort was made to work with our families in the midst of this crisis. All meetings that have been or need to be scheduled with the legal department or with district support should be scheduled in the same manner as they have been previously. Legal and district assistance can also be provided in a virtual/telephonic manner.

Staffing specialists and Section 504 coordinators must keep track of all meetings scheduled beginning March 23rd through the extended closure. This can be documented on the spreadsheet created by the ESE compliance department. This spreadsheet will help us prioritize meetings once schools reopen and will be provided to staffing specialists and Section 504 coordinators by Wednesday March 25th.

During this extended school closure, IEP's, Section 504 plans, reevaluations, initial evaluations, etc., may expire. If an evaluation of a student with a disability requires a face to face assessment or observation, the evaluation would need to be delayed until school reopens. After the extended school closures, the IEP and Section 504 teams can resume meetings. In the conference notes, it must be documented that the meeting did not occur within the established time period due to the crisis. If parents stated they did not want to meet virtually/telephonically this should also be documented in the notes.

Mental Health Services

Paige Talbert- DMHC, ESE Policy and Natasha Llorens- LCSW, District Mental Health Social Worker will hold office hours from 9am -12pm. However, if our families need additional resources that are not listed and if our teachers have any mental health questions or concerns regarding students, they can email them directly. Joyce Blacknell, the Mental Health Designee (MHD) can utilize the blue book (sign-in sheet for SEDNET providers) to confirm which students were previously and/or currently receiving services. The MHD can then email these agencies to verify which students are receiving mental health support via telehealth. Our parents will be able to have a session via telephone or computer with those agencies. 211 mobile crisis are offering services to families via phone, Zoom or Skype. Families can call or text directly to 407-720-0281. They are screening for high risk situations such as suicidal ideation and aggression involving deadly weapons, and partnering with law enforcement in those situations.



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All of the SEDNET provider agencies have transitioned to offering telehealth in some manner. Some are still offering face-to-face on an individual basis in very limited circumstances, but mostly the services are happening either via telephone or a visual communication platform such as Zoom. The agencies have been making efforts to reach out to their clients/families to alert them to the new way of service delivery, and planning for continuity of services. All agencies are also accepting new referrals for telehealth services at this time. I have included a chart that shows further information, including which agencies are able to provide psychiatric or Medication Management services via telehealth.

The referral process remains that same in that you will need to get a parent to sign our Orange County Public School Consent to Refer form prior to sending a referral to an agency on behalf of a student. To obtain consent, you will likely need a phone call with the parent to explain the service, and to determine which method is best for getting their signature. You can physically mail the Consent to Refer form to them indicating where they need to sign it, or you can email it to them and have them sign it, and email it back if they have capability to do so. They could also take a picture of the signed document and email that to you.

If the obtaining the signature from the parent seems too cumbersome, you can give the parent the direct contact for the agency and the parent can call the agency directly to request services. The referral process may be more challenging now, but the need for mental health supports may be even greater during these stressful times. Please stay in communication with the agencies if you have questions or concerns about referrals, or the status of current services to your students.

If you have questions about the process, please reach out to Lisa Diamond or JoDee Buis for assistance.



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| | Able to provide virtual telehealth <u>THERAPY</u> services? | Able to provide virtual telehealth <u>PSYCHIATRIC</u> services? | Accepting new referrals for telehealth services? |
|---|---|---|--|
| A Better Therapy | X | | yes within a limited area |
| A Great Life Services | X | | X |
| Adapt Behavioral Services | X | | X |
| Advanced Psychiatric Solutions (APS) | X | | X |
| Anthropos | X | | X |
| Aspire Health Partners | X | | X |
| Big Bear Behavioral Health | X | | yes within a limited area |
| Central Florida Recovery | X | | X |
| Children's Home Society (CHS) | X | | X |
| Children and Family Place Behavioral Services (CFP) | X | | X |
| Chrysalis Health | X | | X |
| CJA Behavioral Services | on a limited basis | | on a limited basis |
| Devereux Florida | X | X | X |
| Hispanic Family Counseling | X | | X |
| Impower | X | X | X |
| Kinder Konsulting & Parents Too | X | X | X |
| North Star Counseling | X | | X |

Healthy Start

Healthy Start has ceased all face to face and home visits. They will be contacting all clients by phone and for those who agree and have Skype, they will be able to conduct video conference calls.

Florida Pediatric Therapy

Florida Pediatric Therapy will conduct FERPA and HIPAA compliant teletherapy via E-Learning.



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Other Contacts

Dr. Kia Sweeney Scott

Senior Director - School Choice Services
Orange County Public Schools
6501 Magic Way, Building 100B
Orlando, FL 32809
(407) 317-3484 ext. 2022677 * NEW NUMBER*
kia.sweeneyscott@ocps.net

Tajuana Lee-Wenze M.Ed.

Director, ESE Procedures
Orange County Public Schools
3909 S. Summerlin Ave., Orlando, FL 32806
407 .317 .3200 ext. 2002688
www.ocps.net

Fronnie Persaud

Certification Specialist
Charter/Contracted Schools
445 West Amelia Street
Orlando, FL 32801
407.317.3200 ext. 2002159 (work)

Canvas website

<https://ocps.catalog.instructure.com/browse/all/instructional?query=udl>

In-service points

<https://inservicepoints.ocps.net/>

Natasha Llorens, LCSW

District Mental Health Social Worker
ESE Policy
Charter School
Fort Gatlin Administrative Center
(407) 317-3900 ext.203-5560
Helpline #407-317-3911/Cisco 6283911
[2018-2019 Threat Response and Threat Assessment Team Documents](#)

Paige Talbert, DMHC

ESE Policy
Charter School
Fort Gatlin Administrative Center
(407) 317-3900 ext.203-5596
Helpline #407-317-3911/Cisco 6283911
[2018-2019 Threat Response and Threat Assessment Team Documents](#)



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JoDee Buis, LMHC

SEDNET 7A Project Manager, Mental Health Services
Orange County Public Schools
3130 Edgewater Dr., Orlando, FL 32804
407.317.3908 ext. 6283686

Joy Shipley (formerly Hahn) MA, CCC-SLP

Speech language pathologist
Florida pediatric therapy
Central Florida early steps
(321)578-1406
Caroline L. Bias, M.S., CCC-SLP
Speech-Language Pathologist
Florida Pediatric Therapy, LLC
407 641 0808
www.floridapediatricttherapy.com

L. Andrea Clarke BSN, RN

Nursing Program Specialist
Department of Health -Orange/Healthy Start Program
475 Story Road, Suite 1
Ocoee, FL 34761
Ph: 407-723-1472 C: 407-867-7642 F: 407-845-6122
Email: Lesline.clarke@FLHEALTH.gov
Website: www.HealthyStartOrange.org | www.Orange.FloridaHealth.gov
<http://orange.floridahealth.gov>
Twitter: [GOHealthyOrange](https://twitter.com/GOHealthyOrange)



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FINANCIAL ASSISTANCE

**For Orange County, evictions and utility shut offs have been suspended for the time being.*

Florida Department of Economic Opportunity: Reemployment Assistance Benefits due to COVID-19 (Formerly known as unemployment assistance). The application for benefits can be filled out online for individuals whose hours have been cut or who have been laid off due to COVID-19 (individuals quarantined or taking care of a family member with a diagnosed case are also eligible).

[Frequently Asked Questions \(FAQ\)](#)

[Apply Here](#)

Orange County Government Rental Assistance : This program offers one-time rental assistance for those who are affected by the COVID-19 crisis. To apply, individuals call to schedule an appointment. There is a list of required documentation on the website.

Small Business Emergency Bridge Loan: These short-term, interest-free working capital loans are intended to “bridge the gap” between the time a major catastrophe hits and when a business has secured longer term recovery resources, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance.

Crisis Assistance Program: Mortgage, rent and utility assistance for residents of Orange County who have insufficient resources to meet emergency needs. Appointments are made by calling (407) 836-6500.

United Way Recovery Fund: In response to the COVID-19/Coronavirus pandemic, Heart of Florida United Way has established a fund to support Central Florida residents whose financial stability is being impacted. The focus of the fund is to support the ALICE (Asset Limited, Income Constrained, and Employed) population experiencing hardship due to decreased hours or unpaid leave.



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[Orange County: Water, Garbage & Utilities:](#) Service disconnections for water customers are temporarily suspended through March 31. For assistance, please contact Orange County Utilities at 407-836-5515.

[Salvation Army:](#) Emergency financial assistance is available for individuals who have been an Orange County resident for at least one year. This resource is limited and individuals can call 407-423-8581 x26491 to schedule an appointment or receive more information.

MENTAL HEALTH

[Coronavirus Sanity Guide:](#) In times like these, we need practical, actionable ways of coping with stress, fear, and anxiety. The meditations, podcasts, blog posts, and talks on this page will help you build resilience and find some calm amidst the chaos.

[Florida Blue:](#) Licensed clinicians are available to speak to anyone in Florida free of charge in both English and Spanish, including those who do not have insurance or have coverage with another health plan.

The emotional support line can be reached at 833-848-1762

[Crisis Text Line:](#) Text from anywhere in the USA to text with a trained Crisis Counselor. Every texter is connected with a Crisis Counselor, a real-life human being trained to bring texters from a hot moment to a cool calm through active listening and collaborative problem solving.

Free, confidential 24/7 support with a Crisis Counselor: Text “HOME” to 741741.

[Coping with a Disaster or Traumatic Event:](#) Centers for Disease Control and Prevention (CDC). Resources on how to take care of emotional help, helping children cope, etc.

[Aspire Health Partners](#) -Mental Health Assistance & Support

407-875-3700 Ext. 2

[National Child Traumatic Stress Network \(NCTSN\):](#) Knowing important information about the outbreak and learning how to be prepared can reduce your stress and help calm likely anxieties. This resource will help you think about how an infectious disease outbreak might affect your family—both physically and emotionally—and what you can do to help your family cope.



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[Suicide Prevention Linline](#): The National Suicide Prevention Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. Committed to improving crisis services and advancing suicide prevention by empowering individuals, advancing professional best practices, and building awareness.

1-800-273-8255

CHILDCARE

[Child Support Updates](#): How to handle your child support case without visiting a local Child Support Office_

DOMESTIC VIOLENCE

[Harbor House of Central Florida](#): This nonprofit provides emergency shelter for families in crisis, as well as counseling, legal advocacy and other services. Pets accepted.

24 Hour Crisis Hotline: 407-886-2856

Email: contactus@harborhousefl.com

[SafeHouse of Seminole](#): Provides emergency shelter, personal and legal advocacy, counseling services, crisis intervention, and youth and community prevention education, among other services.

24 Hour Hotline: 407-330-3933

[Victim Service Center](#): This certified rape crisis center in Orange, Osceola and Seminole counties serves victims of sexual assault, violent crime and traumatic circumstances through free and confidential crisis intervention, therapy, advocacy and outreach. For victims of any type of trauma, Victim Service Center provides confidential care. Modifications have been made due to COVID-19, but most programming is still available.

24 Hour Hotline: 407-500-4325

Text (8am-5pm): 407-497-6701



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OCPS DIGITAL LEARNING

[Coronavirus Internet Offer For Students](#): Spectrum is offering 60 days of free internet for students K-12. Spectrum News 13 live stream is also free to the public

Call: 1-844-488-8395 -- Installation fees will be waived

[Comcast: "Internet Essentials" Package Free](#): Available for low-income customers for 60 days.

[Distance Learning with OCPS](#): Need to know information,

[Parent Lunch & Learn: Coping 4.0](#) - March 27, 2020 @ 11:30am-12:30pm

[Instructional Contingency Plan](#): Logistics and guidance for OCPS' emergency school closures

[Students: OCPS Continue Learning Online](#): Support for students and distance learning

MEDICAL

[CDC: Learn about COVID-19](#) : Symptoms & Testing, What to Do if you are Sick, Caring for the Sick, FAQ

[Florida Department of Health COVID-19 Hotline](#) - available 24/7: (866) 779-6121

[COVID-19 Updates: Orange County, FL](#): Drive-thru testing information, frequently asked questions.

Orange County Government Crisis Assistance Hotline: 407-836-6500

[Primary Care Access Network \(PCN\)](#)- For residents of Orange County, this network includes health providers serving the uninsured and underinsured. For medical concerns unrelated to COVID-19, individuals may contact the listed providers regarding eligibility.

- [Flyer \(Spanish Translation\)](#)



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IMMIGRATION

[Hope Community Center](#) : This organization works specifically with families from Mexico and Central America specific to immigration. While their offices are closed, individuals may call 407-880-4673 and press 1. They also have a resource list in English and Spanish that can be accessed [here](#).

MISC

[Neighborhood Centers for Families \(NCF\)](#): These centers are located around Orange County and offer a variety of services. For the time being, all offices are closed and services are provided over the phone.