



**PONCE
DE LEON**
MIDDLE SCHOOL



Instructional Continuity Plan

What is Distance Learning?

Distance Learning is a method of learning in which communication, course curriculum, and assignments are conducted via internet. Miami Dade County Public Schools has compiled a list of instructional digital resources to facilitate students in distance learning so they may continue receiving instruction without interruption. Throughout this time, which schools are closed, students should continue learning online by completing the assigned tasks and assignments by each of their teachers.



Communication

General school information will be communicated via Twitter **@PonceExplorers** and School Website www.poncedeleonmiddle.net . In addition, we encourage you to follow Miami Dade County Public Schools to remain informed of current district information www.dadeschools.net

Students and Parents can communicate with teachers via the platform being used for their classroom. Please click on the subject link under “Office Hours” to access the communication platforms being used by each teacher.



Office Hours

Students are responsible for checking their teacher’s communication platform and completing the assigned tasks. Teachers will be available for a three hour period each school day, these are the teachers’ “Office Hours”. During this scheduled time period teachers will communicate with students and families, assign and plan assignments, provide feedback, monitor student progress on digital learning platforms, and grade assignments.

Subject	Office Hours
Electives	11:00 A.M. – 2:00 P.M.
Humanities/Social Studies	9 A.M. – 12:00 P.M.
Language Arts & Reading	10 A.M. – 1:00 P.M.
Math	12:00 P.M. – 3:00 P.M.
Science	11:00 A.M. – 2:00 P.M.
World Languages	9 A.M. – 12:00 P.M.



**PONCE
DE LEON**
MIDDLE SCHOOL



Distance Learning Tips and Reminders:

- Check your teacher’s communication platform daily for new information and assignments, specifically during the period of their office hours
- Designate a study place
- If you need assistance or have questions regarding your assignment, contact your teacher. You may use your communication platform and/or teacher email
- Use a calendar and/or set reminders on your device for important deadlines provided by your teacher
- If you are using a wireless device, such as a laptop, make sure to charge it at the end of each day
- Pace yourself and do not leave everything for the last day
- Connect with a class buddy to support each other if questions arise outside of your teacher’s office hours
- Every 20 minutes take a break away from the computer to stretch and rest your vision



Additional Student Support

Students who need additional support and/or need to speak with a counselor may do so by sending an email or calling the counselor during their office hours listed below. Please be mindful and reach out to Student Service personnel for urgent matters. This will give them an opportunity to effectively serve our students.

Counselor	Office Hours	Email	Phone
Ms. Juncosa	12 P.M. – 3 P.M.	jjuncosa@dadeschools.net	786-592-0076
Dr. Navarro (EBD)	10 A.M. – 1:00 P.M.	dannynavarro@dadeschools.net	786-232-3142
Ms. Palermo	9 A.M. – 12 P.M.	diannepalermo@dadeschools.net	305-482-3852

