


## Administrative Overview

### Student Services Processes to Support Virtual Education

Student Services Internal Processes to Support Virtual Education			
Name of Document	Target Audience	Topical Overview	Link
<b>Student Services Continuity Plan</b>	School and district staff	Overview of the Dept. of Student Services supports administrators, teachers, students, and parents during virtual education	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EYXbt-9SagxOk3iVWgkLrMBGYiqVdrrsKOLEdA46Z-HfmQ">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EYXbt-9SagxOk3iVWgkLrMBGYiqVdrrsKOLEdA46Z-HfmQ</a>
<b>Mental Health Referral Process to Support Virtual Education</b>	School Counselors School Psychologists School Social Workers Teachers Administrators (FYI)	<b>Process for Referrals in Virtual Education</b> - All forms (1-5) now fillable (reside on BPS Staff website, active links included) - Process for referring to outside providers - Process for storing electronically now, yellow folders when returning to school - District contacts for assistance	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EUjCHyxGrHJAvWIEUe3hd6sBwfANBXD06WR6ZrNRSgnEAQ?e=4cocI9">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EUjCHyxGrHJAvWIEUe3hd6sBwfANBXD06WR6ZrNRSgnEAQ?e=4cocI9</a>
<b>Mental Health Teacher Concerns For Students: Referral Information</b>	Teachers Administrators (FYI)	<b>Process for Referrals in Virtual Education</b> - What to do if concerned about the mental / emotional health of a student - if in crisis, if not in crisis	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EeWe3TrAqjRMnTn3rCtsZwABlo1J-g0GfbdOiy3aWfkGbw">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EeWe3TrAqjRMnTn3rCtsZwABlo1J-g0GfbdOiy3aWfkGbw</a>
<b>Suicide Risk Inquiry Internal Plan for Virtual Education</b>	Administrators School Counselors School Psychologists School Social Workers	<b>Process to support at risk students:</b> School Psychologists will identify at risk list of student – get to schools to make contact: - recent Baker Act - recent SRI ‘Serious Risk’ - Repeated SRI or Baker Act Directions and guidelines for checking in with students Resources and district contact information for assistance	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/ETgmgiMveqLDv9nG-KKyFIUB2D6_NnA4aLoPkZGWUqgSWQ?e=gVxr8q">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/ETgmgiMveqLDv9nG-KKyFIUB2D6_NnA4aLoPkZGWUqgSWQ?e=gVxr8q</a>
<b>SIT Program Process to Support Virtual Education</b>	SIT Liaison (school) School Counselors School Psychologists School Social Workers Administrators (FYI)	<b>SIT Processes During Virtual Ed:</b> - process for identification of SIT - Addressing needs and barriers (academic, food, hygiene, shelter) - Communication and district contact information	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EZIV4NueCRZHvp1JYRz6mVEBgjyOuNQGkSnbBFXNW8lc7Q">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EZIV4NueCRZHvp1JYRz6mVEBgjyOuNQGkSnbBFXNW8lc7Q</a>
<b>Threat Assessment Internal Process for Virtual Education</b>	Administrators School TAT Team School Counselors School Social Workers	<b>TAT contacts for assistance</b> - District contact for support - contact information for school concerns, questions during virtual education	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EbMqx0GD4OdImBdYq1WwmTkBcYctP2AtDtUil6r9VEQ_xA">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EbMqx0GD4OdImBdYq1WwmTkBcYctP2AtDtUil6r9VEQ_xA</a>

<b>Student Services Internal Processes to Support Virtual Education, continued</b>			
<b>Name of Document</b>	<b>Target Audience</b>	<b>Topical Overview</b>	<b>Link</b>
<b>Community Services for COVID-19</b>	School Counselors School Psychologists School Social Workers District Truancy team Administrators (FYI)	Google Sheet document related to community services. It includes general community resources and some resources specific to the current COVID-19 crisis,  * Note – google doc. Must be signed into BPS Launchpad (not personal google acct).	<a href="https://docs.google.com/spreadsheets/d/1REQe3Bof65vLLZ7XqeiREsGVMOCFXLvP5OvJ6fVcwsk/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1REQe3Bof65vLLZ7XqeiREsGVMOCFXLvP5OvJ6fVcwsk/edit?usp=sharing</a>
<b>SEL Teacher Resource</b>	Teachers	Ideas and resources for teachers to provide SEL support during virtual education.	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EX5ZohAYrtpKhxfKWQBU3KkBnoPqz3feWRFAud1vpRhpQ">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EX5ZohAYrtpKhxfKWQBU3KkBnoPqz3feWRFAud1vpRhpQ</a>
<b>Agenda for Distance Learning Threat Assessment Monthly Meetings</b>	Principals School TAT Teams	Fillable agenda and note taking PDF for Monthly TAT meetings	<a href="https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EbEIRJ0IfbBBnpaApgeb96ABr4bWhrZttEbZ6YeCEpa8pA?e=8Ljwyk">https://brevardschools-my.sharepoint.com/:b:/g/personal/jenkins_jayna_brevardschools_org/EbEIRJ0IfbBBnpaApgeb96ABr4bWhrZttEbZ6YeCEpa8pA?e=8Ljwyk</a>
<p>More documents will be added as they are developed.</p> <p>This Administrative Overview document resides on the BPS Student Services page at: <a href="https://www.brevardschools.org/Domain/3231">https://www.brevardschools.org/Domain/3231</a></p> <p>See below for information on Parent Resources posted on Student Services website.</p>			

<p style="text-align: center;"><b>For School Staff Information</b>  <b>Student Services Parent Resources to Support Virtual Education</b>  <b>Posted on Student Services Website</b></p>			
<b>Name of Document</b>	<b>Target Audience</b>	<b>Topical Overview</b>	<b>Link</b>
<b>Odysseyware Instructions for Parents</b>	Parents	Parent instructions for how to log in to Odysseyware, parent portal, parent user guide	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/COVID%2019%20Odysseyware%20Instructions%20for%20Parents.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/COVID%2019%20Odysseyware%20Instructions%20for%20Parents.pdf</a>
<b>Parent Resource Finding Mental and Emotional Supports During Virtual Education</b>	Parents	<p><b>What to do if you have concerns about your child</b></p> <ul style="list-style-type: none"> <li>- emergency procedures</li> <li>- community resources</li> <li>- outside provider contact information</li> <li>- school-based referral process</li> </ul>	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/A%20Parent%20Resource%20FINDING%20Mental%20and%20Emotional%20Supports%20during%20Virtual%20Education.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/A%20Parent%20Resource%20FINDING%20Mental%20and%20Emotional%20Supports%20during%20Virtual%20Education.pdf</a>
<b>Talking to Your Child about COVID 19 (English, Spanish)</b>	Parents	Guidance, tips, and resources for talking with your child to reduce anxiety and stress related to COVID-19 English	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Talking%20to%20Children%20about%20COVID%2019.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Talking%20to%20Children%20about%20COVID%2019.pdf</a>
		Spanish	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Talking%20to%20children%20about%20COVID%2019%20Spanish.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Talking%20to%20children%20about%20COVID%2019%20Spanish.pdf</a>
<b>Video Series: 10 Easy Behavior Tips for Parents (Series Complete!)</b>	Parents	<p><b>Tips for parents to help students be successful in Distance Learning.</b></p> <p>Session 1: Creating a Schedule and Establishing Rules</p> <p>Session 2: Teaching Rules and Providing Choice and Control</p> <p>Session 3: Attention and Pivot Praise</p> <p>Session 4: Dealing with Disruption, Follow Through</p> <p>Session 5: Giving Feedback &amp; Escape</p>	<a href="https://www.brevardschools.org/Domain/3231">https://www.brevardschools.org/Domain/3231</a>
<b>Video Series: 10 De-Escalation Tips for Parents</b> 		<p><b>Tips for Parents to assist with De-Escalation at home.</b></p> <p>Session 6 De-Escalation: Tips 1-5 Empathy, feelings, calmness, stay rationale, allow silence</p> <p>Session 7 De-Escalation: Tips 6&amp;7 Pick Your Battles and Ignore</p> <p>Session 8 De-Escalation: Tips 8-10 Allow Time, Give Space, Set Limits</p>	

<b>For School Staff Information</b> <b>Student Services Parent Resources to Support Virtual Education</b> <b>Posted on Student Services Website</b>			
<b>SEL Parent Resource</b>	Parents	Ideas and resources for teachers to provide SEL support during virtual education.	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Social%20Emotional%20Learning%20Resources%20for%20Parents.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Social%20Emotional%20Learning%20Resources%20for%20Parents.pdf</a>
<b>10 Tips for Behavior</b>	Parents	Tips for parents to help students be successful in Virtual Education.	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/10%20Parent%20Tips%20for%20Behavior.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/10%20Parent%20Tips%20for%20Behavior.pdf</a>
<b>10 Tips for De-escalation</b>	Parents	Tips for parents assist parents to proactively and positively support behavior	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/10%20Parent%20Tips%20for%20De-escalation%20-%20Spanish.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/10%20Parent%20Tips%20for%20De-escalation%20-%20Spanish.pdf</a>
<b>Brevard C.A.R.E.S. Mobile Response Team Flyer</b>	Parents All BPS Staff	Contacts and information about The Mobile Response Team (MRT) which provides free on-demand and on-site crisis intervention services to children and families in Brevard County 24/7.	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Mobile%20Response%20Team%20Flyer.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Mobile%20Response%20Team%20Flyer.pdf</a>
<b>Attendance Flyer: COVID-19</b>	Parents	Information from our Attendance Team for parents, links for logging in and showing attendance, food distribution locations, and community resources.	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Attendance%20Pamphlet%20Color%20COVID-19.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Attendance%20Pamphlet%20Color%20COVID-19.pdf</a>
<b>Using Praise and Rewards at Home</b>	Parents	This resource includes several tips and strategies of positive ways to use praise and rewards at home.	<a href="https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Using%20Praise%20and%20Rewards%20Wisely%20April%202020.pdf">https://www.brevardschools.org/cms/lib/FL02201431/Centricity/Domain/3231/Using%20Praise%20and%20Rewards%20Wisely%20April%202020.pdf</a>