

*Handbook may receive updates as necessary. Padgett

A LEARNING PLAN/PARENT HANDBOOK FOR ONLINE/VIRTUAL LEARNING AT NORTHAVEN ELEMENTARY BEGINNING--AUGUST 2020

STARTING VIRTUAL, STAYING SAFE

Though we begin the 20-21 school year virtually our mission remains the

Same: The mission of Northaven Elementary School is to educate the whole child by developing academic, social, emotional, communication, and problem-solving skills. All students at Northaven will be lifelong learners and positive participants in society.

Parents & Caregivers that is why we do what we do at Northaven.

Stinger 20-21 Priorities:

- --Strengthen Early Literacy
- --Safe & Healthy Students*
- --Standards-Aligned Core Instruction In English Language Arts & Mathematics*

*Shelby County Schools Priorities

Northaven Priorities:

- --Remote learning will take place Mondays through Fridays, with an official start time and routine daily.
- --<u>Learning will occur from wherever the children spend their day.</u> We at Northaven understand that children may be in a care setting other than at home and the expectation is that the children learn wherever they are or wherever they spend their day. Be it at work, relatives, friends or other care setting.
 - The goal for students, keep devices charged and ready to log in by 8am every day.
- --Teaches will work to build a sense of community using a morning meeting/huddle to build that sense of community.
- --The day will end with a meeting to review Agenda Notes for assignments, schedules and upcoming events.
 --All K-5 students will be expected to engage in all subject areas either through live or recorded lessons.
 - Live lessons may be recorded.

Parents and Caregivers, please read this document and keep it close. It will help you and be a resource until such a time as we return to In-person learning.

Louis Padgett, III Principal

In this time of learning from home parents it is important that you help. You can help by doing the simple things:

- Make sure computer and wifi are charged at the end of the instruction for the day.
- Do not allow the children to be on all night without charging.
- Make sure children are up and ready to learn every day,

Nothaven needs you to "bee" prepared to support your child.

PLEASE BE AVAILABLE OR HAVE SOMEONE AVAILABLE TO HELP WHEN THE CHILD NEEDS IT.

This will ensure that learning will be supported by both the online teacher and the adult present WHEREVER YOUR CHILD SPENDS THE DAY IF YOU HAVE TO WORK.

--WE WILL USE MICROSOFT TEAMS FOR VIRTUAL LEARNING—

Microsoft Teams will already be downloaded on the device your child receives.

Bookmark this site, everything is there including Microsoft Office 365. Visit: edugoodies, your child is familiar at: http://www.edugoodies.com/scs Again, remember it is already loaded on the device your child receives. FYI:

Did You Know?

You can use Teams from most web browsers or by downloading the app.

To download the Teams app on mobile or desktop other than the SCS device:

https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app

To use Teams on a different browser on your personal device: https://www.office.com/

If this is your:

FIRST TIME USING MICROSOFT TEAMS

Watch the Sign in Video for a walk-through: https://www.microsoft.com/en-us/videoplayer/embed/RE4rrKE?pid=ocpVideo0-innerdiv-oneplayer&postJsllMsg=true&maskLevel=20&market=en-us

Getting Started With Microsoft Teams For Parents and Guardians

https://edudownloads.azureedge.net/msdownloads/teams_parents_quickstartguide.pdf

<u>Parents learn how to get to the CHAT BOX and HOW TO MUTE AND UNMUTE.</u> Help your child learn how to do both. The CHAT BOX and the MUTE/UNMUTE ICON is the way the child and the teacher will communicate. He or she can use the chat box to ask questions by typing it in or Unmute to ask a questions.

Also, there is one more way to communicate, it is the RAISE YOUR HAND ICON expect to learn more about it from the teacher in the first class meeting.

• Each student will be receiving a District-issued <u>Microsoft Surface Pro-Go</u> tablet without Keyboard (K-2) or <u>Microsoft Surface Pro-Go</u> Tablet with Keyboard (3-5).

Parents and Caregivers Watch this Video with your child: The student's guide to using Microsoft Surface Go: https://www.youtube.com/watch?v=gauy34-Ogw

- Your child will have assignments and they must be returned through the District's learning management system, Right now the district will use one or both of the following APPS for that: *CANVAS* or through *Microsoft TEAMS*.

 **See ON-LINE LEARNING PLATFORMS
- Virtual students will be provided classroom materials such as textbooks, workbooks, and other materials as necessary prior to August 31st. THERE WILL BE A PICKUP DAY SCHEDULED FOR PARENTS TO COME TO NORTHAVEN TO GET WORKBOOKS AND TEXTBOOKS TO USE AT HOME DURING THE ACTUAL TEACHING THAT IS ONLINE.
- Please learn to use email—please.
- Communication for parents will occur primarily through Microsoft TEAMs, CLASS DOJO and email.

SYNCHRONOUS & ASYNCHRONOUS INSTRUCTION

The Northaven teachers will engage students in both Asynchronous (in-person—videos, etc., without real time interaction and virtual with students learning at all different times) as well as Synchronous (all students in-person and virtually learning at the same time during school hours).

All schools must follow the Tennessee Department of Education's directive for a total of 6.5 hours of instructional time per day.

INSTRUCTIONAL DAY (8:00 am - 3:00 pm)

All virtual students are expected to be present according to the instructional schedule from 8:00 am until 3:00 pm. Northaven's virtual instruction day will be closely aligned with the our regular "in-person" school days. Please note that not all instructional minutes will occur online.

The following will make up the instructional day:

- Independent practice
- Independent reading time
- Independent writing time
- Independent Project-based learning

STUDENT ATTENDANCE

Student attendance will be monitored by the teacher every morning beginning at 8:00 am and recorded in Power School by our General Office Secretary. If a student is not logged on and present in their assigned teacher's Microsoft TEAMs virtual classroom by 8:15 am, they are considered TARDY.

Students not logged in for an entire school day will be considered absent. In the instance of a student absence, please submit a student excuse note via email to your child's teacher with 48 hours of the absence.

EVEN THOUGH LEARNING AT HOME, CHILDREN CAN STILL BE ABSENT IF THEY DO NOT LOG IN TO CLASSES.

<u>Attendance will be monitored and if a student has absences they must be covered or parent will be referred to the TRUANCY DEPARTMENT for a hearing if absences are many.</u>

If there are issues with the internet or computer, you must inform the school by completing the Virtual/Device Technology Issues Document by clicking the following link https://www.surveymonkey.com/r/RLWHZKM or calling the school at (901) 416-2800 for assistance.

Technology support options/methods, Password rests etc.,

- Parents will sms/text the teacher or put in chat box the issue (if possible).
- Call the school, 416.2800 and ask for instructional facilitator, plc coach

Email, text or phone call, alerts staff/principal to the issue and the school may contact tech support if necessary.

Academic Progress Issues:

• Parents' first point of contact will be their assigned homeroom teacher.

Parents' second point of contact may be the designated Content Area teacher. If a student has different reading and mathematics teacher(s) contact Louis Padgett first: padgettl@scsk12.org. Currently I do not have a school counselor.

- o Email or call Louis Padgett, III at padgettl@scsk12.org or 416.2800 or
- o For ELA Concerns, parents may email Comeshia Williams at williamsc2@scsk12.org
- o For Mathematics concerns, parents may email Courtney Jolly at jollycl@scsk12.org

 For Special Education concerns, parents & caregivers may email Tiffany Williams at williamstn2@scsk12.org

For all other concerns email the teacher or Louis Padgett, III at padgettl@scsk12.org or 901.416.2800

Social/Emotional Concerns

Parents and Caregivers may email the principal, call the principal or call the school and leave a call-back number to be connected to the principal. School phone: 416.2800.

**ON-LINE LEARNING PLATFORMS

This school year, Northaven will use these online tools to engage children in virtual instruction.

Microsoft TEAMS:

- Live Video meetings platform for instruction
- o Communication tool for 2-way conversations between teacher and student/parent
- o Breakout rooms and small group instruction

• CLEVER:

Clever is an easy way for your child to log in and learn with all of the online programs they use at school. I-Ready login is inside the lever APP. If your child attended school last year he or she is familiar with the Clever APP and where it is loated inside Edugoodies SCS.

CANVAS:

 Canvas will be new to children but not the teachers. It is a course management system that supports online learning and teaching. It allows teachers to post grades, information, and assignments online.

• Student Notebook/Class Notebook:

o Teachers may create student notebooks online that are private for each child.

Microsoft Forms:

 Teachers can create forms to capture responses during lessons or activities and embed it within each student's notebook. This can be used as a self-graded assignment. The student and teacher can view the results immediately.

• Florida Virtual Learning Schools (FVLS):

- Supplemental online resource that teachers may use to support regular online lessons. FVLS may be used to help students make-up missed lessons. It is a learning supplement.
- Power School: Parents practice logging in to Powerschool to look at how your child is doing.
 - Parents can view student grades, assignments and attendance in preparation for reporting periods (Progress Reports, Report Cards, etc.) Parents can also update contact information in order to ensure appropriate contact can be made between home and school.

Technology support options/methods

- Parents will sms/text the teacher or put in chat box the issue (if possible).
- Call the school, 416.2800 and ask for instructional facilitator, plc coach

Email, text or phone call, alerts staff/principal to the issue and the school may contact tech support if necessary.

ONLINE STUDENT EXPECTATIONS

All Northaven Stingers are expected to be:

Sharing Tolerant, Intelligent, Nurturing, Generous, Eager, Ready Students in their online classrooms.

Parents please nurture them as they learn by being available. <u>Just be available to help or have someone you trust to be available to help.</u>

The Online Classrooms will function just as they would if the children were in the building. Below are the overall student expectations for online/virtual instruction.

Each grade level will provide all parents with specific guidelines that are developmentally appropriate for their children.

When engaging in online/virtual instruction, students should:

- **Complete daily check-in activity promptly:** After students login, respond to any teacher directions on the screen—do the activity to start the day. The teacher may have children to put something in the CHAT BOX.
- Mute yourself when not speaking: Microphones can pick up minor background noises, like coughs, sneezes, or typing. These sounds can easily distract other video conferencing participants. Use the "Raise Hand" button student to speak
- **Close any open browser windows:** For best functionality, students should close all open browser windows during instruction and use the Microsoft Teams App.
- <u>Be on time</u> and fully engaged: This one should be standard with any meeting, video or otherwise. You should be present on camera in your home workspace during the entire teleconferencing /virtual teaching session. Be sure you are engaged in the meeting and not doing other activities such as video games, eating, social media, playing with siblings or pets, etc.
- Ensure your technology works correctly: You need to do a few test runs before the actual classroom session begins. Find someone willing to help, and make sure you understand the process fully before joining your first virtual class. This will make sure everything runs smoothly during the instructional time.
- Meet in the appropriate setting: Please create a space for online/virtual learning to occur. Just a quiet space with good lighting for the child to see and tell others when the child is online so baby sisters and brothers or big sisters and brothers do not make unnecessary noise.
- Refrain from participating in virtual lessons while in the restroom. If you do not have a quiet space to work, work at a table or in a living room. You may use the standard backgrounds provided within Microsoft Teams if applicable.
- **Have Everything That is Needed Ready:** Complete any pre-work assigned by the teacher. Have any homework ready to be turned in. Have notebooks, pencils, or pens available at your work area.
- Wear appropriate clothing: Students must wear appropriate clothing to all virtual classrooms. Pajamas, tank tops, shirts with inappropriate pictures or words, etc. are not proper attire while learning virtually.
- Frame the camera correctly: When you're on video, make sure you frame your camera in a way that feels natural and allows you to look at the camera. Sit at eye level to the lens and try to position yourself so that it shows midsection up.

Have the right light: Poor lighting conditions have an enormous effect on the video quality. You want to make sure that there is enough light in the room you're in so that your video isn't grainy and unclear.

Look into the camera: A common mistake is looking at the video feed instead of the camera when speaking to a remote participant. While it may seem like the right thing to do, it actually makes it appear as if you're looking off and not paying attention. When necessary, quickly return back to the camera so you can appear to be engaged. When responding to the teacher or classmates, ensure that you are looking at the camera to provide appropriate "eye contact" in the virtual setting.

Please know that it is okay if the internet stops working or you lose your connection just make sure someone lets the school know before 3pm that school day.

Do DO NOT

We Expect Our Stingers To	We Do Not Expect Our Stingers To
Be leaders	Follow along with any negative influences from
	others while learning at home. Stay on task!!
Be active participants during virtual	Become passive learners not paying attention
instruction	or engaging in leisure activity during school
	hours
Provide constructive, positive feedback to	Provide negative or malicious feedback or
classmates when applicable both verbally or	comments to classmates verbally or in the chat
in the chat feature	feature
Utilize the device & online resources to	Misuse the device or online resources by
enhance the learning experience for	engaging in off-task activities during
research and sharing	instructional time
Think outside the box (have a growth	Be closed minded to trying new methods of
mindset)	learning
Embrace mistakes they are a critical	Give up on learning after the first failed
component of the learning process!	attempt

!!!!!!!!!!STINGERS Soar!!!!!!!!!!!!

S is for self control—use devices with clean hands and handle devices with care.

O is for on-task—Stick to a task and pay attention to the task on the device. Follow teacher directions.

A is for Achievement—be prepared to learn in this new way and use the device for academic learning only.

 ${\bf R}$ is for Respect—share our learning space(s) if you have another student in the house learning at the same time.

ONLINE/VIRTUAL SCHOOL PARENT EXPECTATIONS

Parents and Caregivers the teachers and staff know that in order for our children to be successful, we must continue to strengthen our partnership. Parents and family members will play a critical role in supporting students during this time. In any online setting, the commitment of the parents to the educational process directly enhances the student's learning success.

In order for a successful partnership that will lead to enhancing the learning process, Northaven is asking all parents to assist children by:

- Ensuring children are logged into Microsoft TEAMs by 8:15 each day for virtual instruction
- Making sure alcohol, weapons or illegal items are not present on camera. Cluttered and untidy surroundings will
 distract from the main objective of the call and may cause participants to assume that you're disorganized,
 unprepared, and turn in sloppy work.
- Ensuring the tablets/laptops are charged daily and/or remain on the charger during instructional hours.
- Maintaining regular communication with your child's teacher(s) via Microsoft TEAMs or Email.
 - Notify teachers in advance of planned absences (i.e. doctor visits, trips, etc.) DOCTOR NOTES/EXCUSES
 REQUIRED. <u>STUDENTS WITH 5 ABSENCES WILL BE REFERRED TO TRUANCY.</u>
- Monitoring your child's work time to ensure they are spending the appropriate amount of time completing the daily assignments.

- Ensuring your child is spending adequate time on the courses and is progressing each day through the prescribed instructional activities.
- Reading all the classroom expectations and procedures.
- Avoiding the interruption of instruction, if you have a question or concern, please contact your child's teacher to setup a conference.
- Ensuring your child takes breaks according to the schedule
- Assisting your child with becoming computer literate
 - Basic Keyboarding Let your child log on to **Typing.com** for 15-30 min daily after school (accessible through CLEVER)

BREAKFAST & LUNCH PICK-UP AT NORTHAVEN—THIS MAY CHANGE BUT THIS IS AS OF TODAY, 1AUG2020

All students will have a 30 min lunchtime/exercise time in their daily schedule. Students are not required to be on the computer during this time, however please do not log out of Microsoft Teams. You can turn off the Microphone and Camera for privacy. If the computer has not been charging, please use this time to recharge.

Lunch will be provided free of charge for pickup at Northaven Elementary. Please see the information below

- Pickup days:
 - Lunches will be in boxes for the whole week/5days. The pick-up will be: Thursday afternoons. EXPECT MORE INFORMATION via email or other communication.
- Breakfast and Lunch Meals will be provided for 5 days and will include preparation instructions if necessary.
- The cafeteria will accommodate special diets for students per current diet prescription

Restorative Circles/Restorative Practices

Stinger teachers will continue to build relationships and provide the best instruction possible. When things bother student(s) then it may interfere with the learning. Teachers will help children get comfortable with the online/virtual by checking and inquiring and allowing student space to share what bothering them. Teachers will promote the love of learning.

Northaven Teachers will:

Conduct Restorative Circles or host morning meetings/huddles each morning from 8:15 – 8:30 to build the Social Emotional health of all of our children.

 The school counselor will provide classroom lessons and continue with small group lessons to support our Stinger community.

Parents and Caregivers thank you for going on this online virtual journey.

We are the Northaven Elementary Stingers!!!!!

Many insects have stingers. We have a beehive on campus and the honeybees can teach us a lot. These are the 7 habits of highly effective honeybees. We can learn a lot from nature and bees, especially honeybees are creative and intelligent insects. They work together for the common good of all. The following are some of their most effective habits.

<u>Habit 1</u>: They Harness the Power of Shared Interests. Parents and Students participate by doing their small part for a larger reason. In our case—student learning.

<u>Habit 2</u>: They have an empowering Ground-Up Initiative. Honeybees start with one goal to get enough participation to gather nectar and store it, then dry it until it becomes HONEY. In our case—student learning is the goal, getting it and learning how to use it.

<u>Habit 3</u>: They create Diverse Solutions to Problems. Honeybees use what they have at hand to make wax and create perfect storage cups for honey. They gather pollen and plant nectar and water.

Northaven Stingers are Intelligent and they can CREATE using whatever is available and ready at that

time. That means we can do many things with anything available. <u>Nothing stops the learning and</u> showing the learning by taking and passing assessments/tests and creating projects for grade.

<u>Habit 4</u>: They Avoid the Danger of Mediocre Quick Consensus. Honeybees are thinkers, above average thinkers that are so creative with their solutions. Northaven Stingers think about solutions before yelling out the answer.

<u>Habit 5</u>: Honeybees Balance between Interdependence and Independence. Northaven Stingers, teachers, staff, parents and students depend on each other. The teacher is depending on the parents to help the children learn so they can show it independently—without any help on tests, projects and IREADY ASSESSMENTS

<u>Habit 6</u>: Honeybees are Single-minded about Quality and Excellence. Northaven Stingers won't quit until they learn it.

<u>Habit 7</u>: Honeybees survive and sustain the colony. Northaven Stingers know how to be ready and have the patience to hold on until they learn. They continue to learn and improve their situation every day.

Insects with Stingers, in this case Honeybees:

- Learn the vital connections to achieve significant results
- Create bonding through honesty, authenticity, and trust
- Understand group collective power to uncover a diverse set of possible solutions
- Monitor and adjust the culture and behaviour

Source of information: https://www.wiztango.com/pp/5819-The-POW-of-Bees----Cultivating-a-Productive-Workplace

ADDITIONAL INFORMATION

HOMEWORK HOTLINE

Homework Hotline is committed to providing academic support for all K-12 students in Shelby County Schools over the phone, (including text messages) or online chat.

- Homework Hotline is a free service with certified teachers providing homework help.
- Hours of Operation: Monday-Thursday 4pm-8pm
- There are multiple ways to contact Homework Hotline: Call 901-416-1234

Chat at homeworkhotline.info



Hours: 4 – 8 p.m. M-TH
Call: (901) 416-1234
Online: homeworkhotline.info





PowerSchool is the student information system for Shelby County Schools.

A PowerSchool account is required to be enrolled in school, but it also gives parents easy access to other important processes and student information.

HOW TO ACCESS YOUR POWERSCHOOL ACCOUNT:

- Visit the following website: https://scstn.powerschool.com/public/home.html
- Login using the same username and password used to register your account.
 - If you forget your login info, click the "Forgot Username or Password?" link.
 - You'll need the email address associated with your account to recover your username and/or password.

HAVING TROUBLE ACCESSING YOUR POWERSCHOOL ACCOUNT?

Call 416.2800 and ask for Mrs. Lewis

 Call (901) 416-6007 or send an email to iChoose@scsk12.org for account setup and support.



GET THE POWERSCHOOL APP FOR APPLE & ANDROID SMARTPHONES!

Use District Code: GWHX
Sign in with your PowerSchool username & password.

- Use District code: GWHX
- Sign in with your PowerSchool username and password.
- The app cannot be used to register, apply for transfers, select learning options or update information. Log into your account for any of these.

SOCIAL EMOTIONAL LEARNING

As our District and community continue to cope with COVID-19, we recognize that many students and families are experiencing anxiety and a range of other emotions. Self-care and emotional self-regulation are especially important during these uncertain times, so the District is providing a variety of resources to support students and families.

SCS has launched two new support lines so students and parents can contact school social workers and counselors around the clock for resources and assistance with social emotional concerns.

A variety of SEL resources are also available on the CASEL website: https://casel.org/covid-resources/. CASEL is the Collaborative for Academic, Social and Emotional Learning. NEW Social Emotional Support Lines Available for Students & Families!

24-HOUR INFORMATIONAL LINE - 901.416-2266
Call 24/7 for pre-recorded messages.
LIVE SEL SUPPORT LINE - 901.416.8484
Call M-F, 9 a.m. - 4 p.m., to speak with a
member of the SCS Mental Health Center

NOTE: The SCS support lines are intended primarily for general questions and non-emergency assistance. If you are experiencing a crisis, please contact one of the organizations listed below that provide crisis support.

PARENT FAQ

What does Virtual learning look like for CLUE students and CLUE teachers in the Fall?

Students served in the CLUE environment will use the District approved curriculum with enhanced and enriched, project-based supplemental curriculum guides and materials. If students are learning virtually, classes will be organized in the CLUE901 Google classrooms. Students will meet online with teachers and complete independent learning within the online space. All students with IEPs will be provided with services and accommodations that are agreed upon by the IEP team. Resources are available to parents, teachers and students at www.edugoodies.com

How will students be trained on using the devices?

Students will receive continuous training, materials and video instruction regarding the responsible use of digital devices and platforms, online safety and Digital Citizenship tailored to each grade level. In addition, parents and students will receive Digital Device User Handbooks which detail device best practices, care, maintenance, and resources for internet safety.

Do the devices have content filtering to protect my child from harmful sites?

Yes, in compliance with the Children's Internet Protection Act, all issued devices and hotspots will be equipped with content filtering software blocking access to harmful online content.

Will the devices include monitoring/tracking software?

Laptop recovery and tracking software will be loaded to remotely locate and lock devices, as well as delete files. What happens if my child's device is lost or stolen?

If the device is lost or stolen, parents must file a police report and provide the report to the school. A school representative must be contacted within 24 hours after the occurrence.

What if the device is damaged?

All devices will come equipped with a durable case, intended to protect it from drops and spills. In the event that the device is damaged, parents will need to alert their student's school of the damage so that the device can be repaired or replaced. If the laptop is damaged because of negligence, parents may be responsible for the full replacement cost of the laptop. Do not attempt to disassemble or repair the device.

Stay Connected

Visit our school website @ https://schools.scsk12.org/northaven-es

FB Page https://www.facebook.com/northavenES/

Instagram: https://www.instagram.com/northavenes/

Northaven Elementary 2020-2021 Online/Virtual Supply List: Grades Kdg. through 2nd

KINDERGARTEN THROUGH 2ND GRADE

- HEADPHONES or EARBUDS
- Pencils
- PENCIL SHARPENER
- Pencil Box
- DRY-ERASE Markers
- 24 count Crayons
- Lined Wide Ruled Notebook Paper
- Scissors
- Block Erasers

Expect more supplies during Family Textbook/Workbook pick-up day

Grades 3 through 5

- HEADPHONES or EARBUDS
- Pencils
- PENCIL SHARPENER
- Pencil Pouch or Box
- DRY-ERASE Markers
- Cap Erasers
- 4-Red Ink Pens
- Highlighters, 4 or more
- College Ruled Paper

Expect more supplies during Family Textbook/Workbook pick-up day

Websites:

SCS RESOURCES

These programs are used every day in our schools. Students are very familiar with them, so they're great for at-home enrichment.

i-Ready for Grades K-8

- For ELA & Math Lessons
- Student Login: https:/clever.com/in/scs
- Student Username: 6-Digit PowerSchool ID
- Student Password: Date of Birth (MMDDYYYY)
- Recommended Usage: Complete 45 minutes of daily instruction for both reading & math

Again:

Clever:

https://clever.com/oauth/authorize?channel=clever&client_id=4c63c1cf623dce82caac&confirmed=true&redirect_uri=https%3A%2F%2Fclever.com%2Fin%2Fauth_callback&response_type=code&state=cbe2f970f11f5daaaa020d5c75c15d72e0e8b8b2583834156a34764c28edc58c&district_id=54da4a05b17d260100004258

OR

Steps to get started!

Students will use the username: 6 digit ID number/same as they use to log into Clever/i-Ready at school Student password: Birth date (03162012) same as they use to log into Clever/i-Ready at school

http://www.scsk12.org/instructionalresources/k-5.php



http://www.scsk12.org/instructionalresources/k-5.php