Niagara Falls City School District

Elementary Distance Learning Handbook

630 66th Street
Niagara Falls, NY 14304
(716) 286-4211

Table of Contents

Philosophy
Learning For All ... Whatever It Takes

Vision
The vision of the Niagara Falls City School District is to be a world-class quality organization educating all students for life

Mission
The mission of the Niagara Falls Board of Education is to guarantee educational excellence by creating strategic goals which we will monitor, analyze, assess and evaluate utilizing the quality process and ensuring customer satisfaction

Schools Contact Information

School	Principal	Phone
79th Street Elementar	Sheila Smith	716-278-7900
Harry F. Abate Elementary	Lynne Tompkins	716-278-7960
Cataract Elementary	Stanley Wojton	716-278-9120
Hyde Park Elementary	Gerald Orfano	716-278-7980
Henry J. Kalfas Elementary	Carrie Buchman	716-278-9180
Geraldine J. Mann Elementary	Italo J. Baldassarre	716-278-7940
Maple Avenue Elementary	Jeffrey Showers	716-278-9140
Niagara Street Elementary	Rocco Merino	716-278-5860
Gaskill Preparatory School	Derek Zimmerman	716-278-5820
LaSalle Preparatory School	Kathleen Urban	716-278-5880
Niagara Falls High School	Cynthia Jones	716-278-5800

Attendance Recording – Elementary

Hybrid Learning Model

Daily Attendance is taken by teachers in traditional manner when students are in school (assigned days of the week, Blue or Gold)

Wednesdays (synchronous instruction):
- Students who participate in live, virtual sessions are marked present for the day
- If a student does not participate in all synchronous instructional sessions fully (logs on late, logs off early, or otherwise misses a substantial portion of the synchronous instruction) the teacher should insert the code **PLP – *Present, Lacking Participation****, in PowerTeacher for that day

*PLP denotes that the student has met the minimum State requirement for daily attendance, but his/her participation is poor and could lead to poor achievement

Asynchronous Instructional Days (Mon./Tues. or Thurs./Fri.)
- Students learning asynchronously from home are marked present in PowerTeacher on their designated days.
- Teachers will reconcile attendance on Monday for the Gold hybrid instructional group and Wednesdays for the Blue hybrid instructional group.
- If no asynchronous assignments from at home learning days were returned/completed by the end of the reconciliation day, the teacher should update the student record in PowerTeacher to record the student as absent.**
- Teachers should use the procedure established by the school principal for reporting students who are frequently absent, either from school or synchronous Wednesday instruction.

**Note – students should not be marked absent if only some, but not all, assigned work is completed. A minimum standard should be applied to daily attendance.

Remote Academy Learners and Full Distance Learning Model*

*Full Distance Learning pupils would by those learning remotely on a temporary basis due to a short term school or District closure

Daily Attendance: Teachers will record daily attendance at the end of the day based on the students that were present during synchronous lessons.
- Students who participate in the live virtual sessions are considered present for the day. Those students who do not log in to any virtual sessions are marked absent. If a student is present, but does not participate fully (logs on late, logs off early, or otherwise misses a substantial portion of the daily synchronous instruction), the teacher should insert the code **PLP – Present, Lacking Participation***, in PowerTeacher for the student's daily attendance.

Special Area teachers will record attendance at the end of the week based on students' participation in synchronous and asynchronous lessons.***

*PLP denotes that the student has met the minimum State requirement for daily attendance, but his/her participation is poor and could lead to poor achievement

***Applies to in-person pupils during a pause or temporary or school/district closure only – Elementary Remote Academy Students do not receive grades for special area classes

Attendance Teams

School Attendance teams will work daily to identify students that are not attending school/participating in remote learning and will make phone calls home to encourage attendance and address distance learning needs of students and families. Each school principal and START Team will develop a process for collecting student participation data and is responsible for providing interventions as needed.

Methods of Instruction

Synchronous Instruction	Asynchronous Instruction
• Students will meet *virtually* with teachers who will provide real-time instruction. • Students and teaches meet at a specific time, based on the academic schedule provided. • Teachers will utilize the *Meet Now* function in Microsoft Teams to provide instruction to students. • Students are always expected to be present and engaging with the teacher throughout the lesson and complete all assignments, assessments, and/or exit slips as directed	• Teachers will post lessons/resources for students to access and complete on their own time • All lessons/resources will be posted on the teachers Microsoft Team for that course • Students will be given a time frame during which they need to complete the assigned work • Students must complete exits slips or other assigned work for each lesson to show that they have completed the lesson, student work will be utilized for verifying student attendance.

It is recommended that teachers record and post all live lessons for students and parents to review and reference as need. Doing so should result in fewer parent and student inquiries regarding missed content.

All teachers are expected to use **Microsoft Office Teams** to deliver synchronous and asynchronous instruction. Teachers may continue to maintain a webpage for the following:
- Teacher contact information and regular Office Hours
- Reminders and miscellaneous messages
- Directions for accessing Microsoft Teams and similarly helpful documents
- Guidance for messaging teachers and reasonable response times
- District Technology Help resources, Forms, videos, etc.

Expectations for asynchronous instruction:
- All asynchronous instruction and assignments should be provided through Microsoft Teams (NOT paper packets/worksheets)
- Teachers shall create a combination of prerecorded lessons and assignments/projects for students to access on asynchronous learning days
  - Prerecorded lessons may be introduction to new content or review, and prepared using a variety of technology tools including Nearpod, Microsoft Stream, PowerPoint, etc.
  - For some courses digital text resources allow teachers to create and assign lessons to students
- ***PLEASE NOTE:*** In order to verify asynchronous attendance, teachers need to embed an exit ticket and/or assignment that students will return to the teacher for EACH lesson

Online Learning Platform

The Niagara Falls City School district has adopted the **Microsoft 365** online platform to manage remote student learning, teacher workflow, and increase communication throughout the community. For information on how to access and work within the platform please see the Reference Pages at the end of the handbook

Approved Online Resources

To best serve our customers, parents and students, remote online resources should be kept to a minimum. This ensures that adequate technology support and training can be provided to students, families, and teachers, resulting in equitable access to instruction.

TECHNOLOGY RESOURCES FOR PRE-K

GRADE	SUBJECT	REQUIRED CORE RESOURCES FOR SYNCHRONUS INSTRUCTION				ADDITIONAL RESOURCES									
		Thinking Strategies Cloud	Think Central (Journeys)	Investigations	Reach (Special Education Classes only)	Class Dojo (Class Management & Communication Tool)	Remind (Phone App for Communication)	Nearpod	FlipGrid	Smarty Ants	Symbaloo	Digital Textbook Resources	Razkids	Brain Pop/ Brain Pop Jr	Moby Max
PREK	ELA	X						X	X	X			X	X	X
	MATH	X				X	X	X	X		X	X		X	X
	SCIENCE	X						X	X					X	X
	SOCIAL STUDIES	X						X	X					X	X

TECHNOLOGY RESOURCES FOR GRADES K-2

GRADE	SUBJECT	REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES								
		MICROSOFT TEAMS	Nearpod	Think Central (Journeys)	Investigations	Reach (Special Education Classes only)	Class Dojo (Class Management & Communication Tool)	Remind (Phone App for Communication)	FlipGrid	Smarty Ants	Razkids	Symbaloo	Digital Textbook Resources	Brain Pop/ Brain Pop Jr	Moby Max
KINDER-GARTEN	ELA	X	X	X		X			X	X	X			X	X
	MATH	X	X		X		X	X	X			X	X	X	X
	SCIENCE	X	X						X					X	X
	SOCIAL STUDIES	X	X						X					X	X
1ST GRADE	ELA	X	X	X		X			X	X	X			X	X
	MATH	X	X		X		X	X	X			X	X	X	X
	SCIENCE	X	X						X					X	X
	SOCIAL STUDIES	X	X						X					X	X
2ND GRADE	ELA	X	X	X		X			X	X	X			X	X
	MATH	X	X		X		X	X	X			X	X	X	X
	SCIENCE	X	X						X					X	X
	SOCIAL STUDIES	X	X						X					X	X

TECHNOLOGY RESOURCES FOR GRADES 3-5

GRADE	SUBJECT	REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES							
		MICROSOFT TEAMS	Nearpod	Think Central (Journeys)	Investigations	Reach (Special Education Classes only)	Class Dojo (Class Management & Communication Tool)	Remind (Phone App for Communication)	FlipGrid	Brain Pop/ Brain Pop Jr	Symbaloo	Digital Textbook Resources	Moby Max	Achieve 3000 KidBiz or TeenBiz
3RD GRADE	ELA	X	X	X		X			X	X			X	X
	MATH	X	X		X		X	X	X	X	X	X	X	
	SCIENCE	X	X						X	X			X	
	SOCIAL STUDIES	X	X						X	X			X	
4TH GRADE	ELA	X	X	X		X			X	X			X	
	MATH	X	X		X		X	X	X	X	X	X	X	
	SCIENCE	X	X						X	X			X	
	SOCIAL STUDIES	X	X						X	X			X	
5TH GRADE	ELA	X	X	X		X			X	X			X	
	MATH	X	X		X		X	X	X	X	X	X	X	
	SCIENCE	X	X						X	X			X	
	SOCIAL STUDIES	X	X						X	X			X	

Approved Online Resources - Continued

GRADE	SUBJECT	REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES									
		MICROSOFT TEAMS	Nearpod	Reach (Special Education Classes Only)	Amplify ELA	MY HRW	Class Dojo (Class Management & Communication Tool)	Remind (Phone App for Communication)	FlipGrid	Reading Plus - ELA AIS	Brain Pop/ Brain Pop Jr	Symbaloo	Digital Textbook Resources	Moby Max	Achieve 3000 KidBiz or TeenBiz	Castle Learning
6TH GRADE	ELA	X	X	X	X		X	X	X		X	X	X	X	X	X
	MATH	X	X			X			X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X
7TH GRADE	ELA	X	X		X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X			X			X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X
8TH GRADE	ELA	X	X		X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X						X		X			X		X
	SCIENCE	X	X						X		X			X		X
	SOCIAL STUDIES	X	X						X		X			X		X

Academic Schedules

Hybrid Schedules

The NFCSD Hybrid Instructional Model promotes social distancing by limiting the number of students in a school building to 50% of total capacity each day and provides time to ensure that school buildings can be deep cleaned between cohorts. The model divides students into two groups (i.e. Blue and Gold) with approximately 50% of enrolled students in each group. Blue will report to school for in-person instruction on Monday and Tuesday, receive live, virtual instruction on Wednesday, and complete prepared lessons and assignments online Thursday and Friday. Gold will complete prepared lessons and assignments online Monday and Tuesday, receive live, virtual instruction on Wednesday, and report to school for in-person instruction on Thursday and Friday. No students will be in school buildings on Wednesdays, to allow for deep cleaning between student groups. On Wednesday teachers will provide live, synchronous instruction to **all** students utilizing a predetermined schedule which includes office hours for assisting individual or small groups of students. Hybrid learning schedules can be found on pages: 17-21.

Full Distance Learning

If the NFCSD is required to pause in person student and staff attendance due to Covid-19, instruction will pivot to a full, five day a week Distance Learning Model. In the Full Distance Learning model, students receive a combination of live, synchronous instruction and asynchronous instruction. Distance Learning Schedules have been developed for each grade level and can be found on pages 22-33.

Remote Learning Academy Schedules

The Remote Academy is comprised of students whose families have opted to have them receive fully remote instruction. These students have been previously enrolled in the program and are required to attend synchronous instruction daily. Remote Academy Schedules have been developed for each grade level and can be found on pages 34-48.

.

Students with Disabilities & English Language Learners

Students with Disabilities: Co-teaching
The CSDCNF has moved to a co-teaching delivery model, wherein a general education teacher and special educator collaborate to provide differentiated instruction of grade level curriculum. Special educators follow District guidelines and processes for SDI (Specially Designed Instruction) and will continue to do so whether engaged in in-person or distance learning settings.

Expectations for Remote Instruction
ENL teachers and consultant special education teachers will, in both hybrid and fully remote learning models, be responsible for delivery of students' instructional services in accordance with IEP goals and mandated minutes in Commissioner's regulations. To accomplish this, ENL teachers and special educators will: (See Figure 1 next page)
- Join the general educator's instructional Microsoft Team and participate in live, synchronous instruction to the fullest extent possible
    - Co-present if planned (one teach/one support)
    - Monitor the student chat box, answer questions, repeat directions in type, and/or provide feedback while the general education teacher leads the lesson
- Create, within the general education teacher's Microsoft Team, a private channel for his/her students only. There, she/he will:
    - Modify assignments and provide other support documents
    - Video conference with students using **_Meet Now_** as needed for content review and support
    - Provide extra assistance/lesson support via the chat box
- Schedule consistent Office Hours during which students may contact the teacher for extra assistance

Special Considerations
- At the elementary level: Teachers should consult school principals who will create specific schedules for consultant and ENL teachers based on their caseloads and the classes in which they co-teach in
- CT teachers should ensure that progress monitoring is completed with applicable technology tools or available software, using office hours if needed
- CT teachers and classroom teachers may move in and out of the 6 models of co-teaching and adjust their use of technology to match each model.

Related Services
School psychologists, the central office Committee on Special Education, and therapists will reach out to families to schedule sessions.

Figure 1 – General Education-Special Education Teacher Workflow

General Education Teacher creates or accesses their Microsoft Team

↓

General Education Teacher adds Special Education Teacher to the Team as a Co-Teacher

↓

Special Education Teacher creates a Private Channel within the Team

↓

Special Education Teacher adds students needing services to the Private Channel

↓

General Education Teacher created and saves assignments in draft form for the Special Education teacher to review

↓

Modified assignments will be assigned by the Special Education Teacher

The remainder of the students will receive their assignments from the Genera Education teacher

↓

The General Education Teacher will grade the assignments

(10)

The Arts

Due to the hands-on nature of Arts instruction, the development of instructional methods and topics for visual arts and music in a Distance Learning Model is a unique challenge. Teachers should consider what students learned in the prior grade level or course, and design enrichment experiences that require no materials, or simple items that can be found in most households. In the event the District must implement a full Distance Learning Schedule, Art and Music teachers in grades 7 and up will follow the leveled schedules and teach within their assigned periods. At the elementary level, art and music teachers will be assigned daily time periods during which to deliver synchronous instruction by grade level. Each daily lesson will be repeated three times to ensure all students on the teacher's roster can access it (see below).

Important note for Elementary Arts: Teachers should create a team that combines all the students within a specific grade level that they teach regardless of the school that they attend. During Hybrid Model instruction, Elementary Arts teachers should create a minimum of one asynchronous lesson or activity per week for each of their assigned grade levels. Classroom teachers and exploratory teachers will show students how to access Exploratory Teams for work that should be complete on the days they are learning from home (Monday/Tuesday or Thursday/Friday).

Full Distance Learning Schedule (Art & Music) - Elementary School

ART	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
10:05-10:25	Kindergarten #1	Planning	Grade 2 #1	Planning	Grade 1 #1
10:35-10:55	Grade 3 #1	Grade 4 #1	Planning	Grade 6 #1	Grade 5 #1
11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:35-11:55	Kindergarten #2	Planning	Grade 2 #2	Planning	Grade 1 #2
12:20-12:40	Grade 3 #2	Grade 4 #2	Planning	Grade 6 #2	Grade 5 #2
1:05-1:25	Kindergarten #3	Planning	Grade 2 #3	Planning	Grade 1 #3
1:50-2:10	Grade 3 #3	Grade 4 #3	Planning	Grade 6 #3	Grade 5 #3
2:30-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.					

Music	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
10:05-10:25	Grade 1 #1	Planning	Kindergarten #1	Planning	Grade 2 #1
10:35-10:55	Grade 5 #1	Grade 6 #1	Planning	Grade 4 #1	Grade 3 #1
11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:35-11:55	Grade 1 #2	Planning	Kindergarten #2	Planning	Grade 2 #2
12:20-12:40	Grade 5 #2	Grade 6 #2	Planning	Grade 4 #2	Grade 3 #2
1:05-1:25	Grade 1 #3	Planning	Kindergarten #3	Planning	Grade 2 #3
1:50-2:10	Grade 5 #3	Grade 6 #3	Planning	Grade 4 #3	Grade 3 #3
2:30-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.					

Physical Education

Participation in physical activity is crucial for students' health and well-being, both physical and mental. Students should be participating in physical education under the direction of a certified physical education teacher regardless of the instructional model in play (Attendance at full capacity/Hybrid/Full Distance Learning). In the event the District must implement a full Distance Learning Schedule, PE teachers in grades 7 and up will follow the leveled schedules and teach within their assigned periods. At the elementary level, PE teachers will be assigned daily time periods during which to deliver synchronous instruction by grade level. Each daily lesson will be repeated three times to ensure all students on the teacher's roster can access it (see below).

Understanding that remote learning limits the menu of learning activities for students to engage in, PE teachers should use the District's technology platform (Microsoft Teams) to plan activities that may be done at home with no equipment or with items available in most households.

Important note for Elementary Physical Education: Teachers should create a team that combines all the students within a specific grade level that they teach regardless of the school that they attend. During Hybrid Model instruction, Elementary Arts teachers should create a minimum of one asynchronous lesson or activity per week for each of their assigned grade levels. Classroom teachers and exploratory teachers will show students how to access Exploratory Teams for work that should be complete on the days they are learning from home (Monday/Tuesday or Thursday/Friday).

Full Distance Learning Schedule (Physical Education) - Elementary School

PE	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
10:05-10:25	Grade 2 #1	Planning	Grade 1 #1	Planning	Kindergarten #1
10:35-10:55	Grade 6 #1	Grade 3 #1	Planning	Grade 5 #1	Grade 4 #1
11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
11:35-11:55	Grade 2 #2	Planning	Grade 1 #2	Planning	Kindergarten #2
12:20-12:40	Grade 6 #2	Grade 3 #2	Planning	Grade 5 #2	Grade 4 #2
1:05-1:25	Grade 2 #3	Planning	Grade 1 #3	Planning	Kindergarten #3
1:50-2:10	Grade 6 #3	Grade 3 #3	Planning	Grade 5 #3	Grade 4 #3
2:30-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.					

Pre-K 3 & Pre-K 4

The Creative Curriculum Cloud by Teaching Strategies
 The Creative Curriculum Cloud is the online platform which will be used by Pre-K teachers, families and students. The *Cloud* is designed to support student learning in the traditional Pre-K classroom, remotely, or in a hybrid model. The Cloud gives teachers 24/7 access to all curriculum resources, on any device. Students and families can engage in secure 2-way communication with classroom teachers via messages, pictures, or videos. Teachers will provide families with" Family-Facing Resources" that align with the curriculum goals and objectives. These resources include, Family Guided Learning Plans, Learning Games and Recipe Cards. When coupled with the Teaching Strategies Gold Assessment tool, teachers will assess student work though pictures or videos. Individualized learning experiences can also be directly connected to live, formative assessments. Each Pre-K teacher will her/his families with schedules and other information to participate in Cloud activities from home.

Mental Health Resources

Crisis Services 24-Hour Crisis Hotline
716-285-3519

National Suicide Prevention Lifeline
1-800-273-8255

Crisis Text Line
Text HOME to 741741

Kid's Helpline
716-834-1144
1-877-KIDS-400

The Trevor Project-a lifeline for LGBTQ youth under the age of 25
1-866-488-7386
Text START to 678678

NYS Domestic and Sexual Violence Hotline
1-800-942-6906

Hybrid Learning Schedules – Elementary
Kindergarten, Grade 1, & Grade 2

Monday	Tuesday	Wednesday	Thursday	Friday
Blue At school for in person instruction	Blue At school for in person instruction	Office Hours (8:45-9:15) ELA (9:15-9:45) Math (10:00-10:30) Fundations (10:45-11:15)	Blue At home logging onto computer for asynchronous instruction	Blue At home logging onto computer for asynchronous instruction
Gold At home logging onto computer for asynchronous instruction	Gold At home logging onto computer for asynchronous instruction	Office Hours (11:15-11:45) Lunch (11:45-12:15) Professional Development (12:15-1:00) *As needed, may vary by grade level* Planning (1:00 – 3:10)	Gold At school for in person instruction	Gold At school for in person instruction

Hybrid Learning Schedules – Elementary
Grades 3-6

Monday	Tuesday	Wednesday	Thursday	Friday
Blue At school for in person instruction	Blue At school for in person instruction	Professional Development (8:45 -9:30) *As needed, may vary by grade level*	Blue At home logging onto computer for asynchronous instruction	Blue At home logging onto computer for asynchronous instruction
		Planning (9:30 – 10:30)		
		Office Hours (10:30 -11:00)		
		Lunch (11:00-11:30)		
Gold At home logging onto computer for asynchronous instruction	Gold At home logging onto computer for asynchronous instruction	ELA (11:30-12:20)	Gold At school for in person instruction	Gold At school for in person instruction
		Math (12:30-1:20)		
		Office Hours (1:30-2:00)		
		Planning (2:00-3:10)		

Full Distance Learning Schedule – Kindergarten (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Fundations Guided Reading Science (Wednesdays ONLY) **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:05-10:25	Art #1 ~OR~ Break	Break	Music #1 ~OR~ Break	Break	PE #1 ~OR~ Break
	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:35-11:55	Art #2 ~OR~ Break	Break	Music #2 ~OR~ Break	Break	PE #2 ~OR~ Break
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:05-1:25	Art #3 ~OR~ Break	Break	Music #3 ~OR~ Break	Break	PE #3 ~OR~ Break
	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:30-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Social Studies	Intervention Math	Social Studies	Intervention ELA

(17)

Full Distance Learning Schedule – Grade 1 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Fundations Guided Reading Science (Wednesdays ONLY) **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:05-10:25	Music #1 ~OR~ Break	Break	PE #1 ~OR~ Break	Break	Art #1 ~OR~ Break
	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:35-11:55	Music #2 ~OR~ Break	Break	PE #2 ~OR~ Break	Break	Art #2 ~OR~ Break
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:05-1:25	Music #3 ~OR~ Break	Break	PE #3 ~OR~ Break	Break	Art #3 ~OR~ Break
	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:30-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Social Studies	Intervention Math	Social Studies	Intervention ELA

(18)

Full Distance Learning Schedule – Grade 2 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Fundations Guided Reading Science (Wednesdays ONLY) **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:05-10:25	PE #1 ~OR~ Break	Break	Art #1 ~OR~ Break	Break	Music #1 ~OR~ Break
	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:35-11:55	PE #2 ~OR~ Break	Break	Art #2 ~OR~ Break	Break	Music #2 ~OR~ Break
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:05-1:25	PE #3 ~OR~ Break	Break	Art #3 ~OR~ Break	Break	Music #3 ~OR~ Break
	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:30-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Social Studies	Intervention Math	Social Studies	Intervention ELA

Full Distance Learning Schedule – Grade 3 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:15	Math	Math	Math	Math	Math
	10:35-10:55	Art #1 ~OR~ Break	PE #1 ~OR~ Break	Break	Break	Music #1 ~OR~ Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:20-12:40	Art #2 ~OR~ Break	PE #2 ~OR~ Break	Break	Break	Music #2 ~OR~ Break
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:50-2:10	Art #3 ~OR~ Break	PE #3 ~OR~ Break	Break	Break	Music #3 ~OR~ Break
	2:15-2:45	Social	Science	Independent Work	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Intervention Math	Intervention ELA	Intervention Math	Intervention ELA

Full Distance Learning Schedule – Grade 4 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:15	Math	Math	Math	Math	Math
	10:35-10:55	Break	Art #1 ~OR~ Break	Break	Music #1 ~OR~ Break	PE #1 ~OR~ Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:20-12:40	Break	Art #2 ~OR~ Break	Break	Music #2 ~OR~ Break	PE #2 ~OR~ Break
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:50-2:10	Break	Art #3 ~OR~ Break	Break	Music #3 ~OR~ Break	PE #3 ~OR~ Break
	2:15-2:45	Social	Science	Independent Work	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Intervention Math	Intervention ELA	Intervention Math	Intervention ELA

Full Distance Learning Schedule – Grade 5 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:15	Math	Math	Math	Math	Math
	10:35-10:55	Music #1 ~OR~ Break	Break	Break	PE #1 ~OR~ Break	Art #1 ~OR~ Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:20-12:40	Music #2 ~OR~ Break	Break	Break	PE #2 ~OR~ Break	Art #2 ~OR~ Break
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:50-2:10	Music #3 ~OR~ Break	Break	Break	PE #3 ~OR~ Break	Art #3 ~OR~ Break
	2:15-2:45	Social	Science	Independent Work	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Intervention Math	Intervention ELA	Intervention Math	Intervention ELA

Full Distance Learning Schedule – Grade 6 (Student)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:15	Math	Math	Math	Math	Math
	10:35-10:55	PE #1 ~OR~ Break	Music #1 ~OR~ Break	Break	Art #1 ~OR~ Break	Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:20-12:40	PE #2 ~OR~ Break	Music #2 ~OR~ Break	Break	Art #2 ~OR~ Break	Break
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:50-2:10	PE #3 ~OR~ Break	Music #3 ~OR~ Break	Break	Art #3 ~OR~ Break	Break
	2:15-2:45	Social	Science	Independent Work	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Intervention Math	Intervention ELA	Intervention Math	Intervention ELA

Full Distance Learning Schedule: Kindergarten, Grade 1, & Grade 2 (Teacher)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:00-10:30	Break	Break	Break	Break	Break
Students are required to attend the following DAILY: ELA Math Fundations Guided Reading Science (Wednesdays ONLY)	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:30-12:00	Planning	Planning	Planning	Planning	Planning
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:00-1:30	Break	Break	Break	Break	Break
Students are required to attend at least once WEEKLY: Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:00-2:30	Break	Break	Planning	Break	Break
	2:30-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Social Studies	Intervention Math	Social Studies	Intervention ELA

(24)

Full Distance Learning Schedule: Grades 3, 4, 5, & 6 (Teacher)

The following 5-day schedule will be used if all in person attendance is paused due to Covid-19.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies **Students are required to attend at least once WEEKLY:** Art: #1 **~OR~** #2 **~OR~** #3 Music: #1 **~OR~** #2 **~OR~** #3 PE: #1 **~OR~** #2 **~OR~** #3	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:15	Math	Math	Math	Math	Math
	10:30-11:00	Break	Break	Break	Break	Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:45	Planning	Planning	Planning	Planning	Planning
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:45-2:15	Break	Break	Break	Break	Break
	2:15-2:45	Social	Science	Planning	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Planning	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA	Intervention Math	Intervention ELA	Intervention Math	Intervention ELA

REMOTE ACADEMY Learning Schedule (Single) – K,1,2 (Student)
The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Fundations Guided Reading Science (Wednesdays ONLY)	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:00-10:30	Break	Break	Break	Break	Break
	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:30-12:00	Break	Break	Break	Break	Break
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:00-1:30	Break	Break	Break	Break	Break
	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:00-2:30	Break	Break	Break	Break	Break
	2:30-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

REMOTE ACADEMY Learning Schedule (2 Groups) – K,1,2 (Student) OPTION #1

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday				Wednesday		
Time	Group A	Group B		Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours		8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time		9:00-9:20	Math	Asynchronous Work Time
9:30-9:45	Break	Asynchronous Work Time		9:25-9:45	Journeys	Asynchronous Work Time
9:45-10:15	Journeys	Asynchronous Work Time		9:50-10:30	Science	Asynchronous Work Time
10:15-10:30	Break	Asynchronous Work Time		10:30-10:45	Break	Break
10:30-11:00	Fundations	Asynchronous Work Time		10:45-11:05	Asynchronous Work Time	Math
11:00-11:30	Lunch	Asynchronous Work Time		11:10-11:30	Asynchronous Work Time	Journeys
11:30-12:00	Asynchronous Work Time	Lunch		11:35-12:15	Asynchronous Work Time	Science
12:00-12:30	Asynchronous Work Time	Math		12:15-12:45	Lunch	Lunch
12:30-12:45	Asynchronous Work Time	Break		12:45-1:00	Break	Break
12:45-1:15	Asynchronous Work Time	Journeys		1:00-3:10	Asynchronous Work Time	Asynchronous Work Time
1:15-1:30	Asynchronous Work Time	Break				
1:30-2:00	Asynchronous Work Time	Fundations				
2:00-2:15	Break	Break				
2:15-3:00	Flex Grouping	Flex Grouping				
3:00-3:10	Office Hours	Office Hours				

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(27)

REMOTE ACADEMY Learning Schedule (2 Groups) – K,1,2 (Student) OPTION #2

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday

Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:30-9:45	Break	Asynchronous Work Time
9:45-10:15	Asynchronous Work Time	Math
10:15-10:30	Asynchronous Work Time	Break
10:30-11:00	Journeys	Asynchronous Work Time
11:00-11:30	Break	Asynchronous Work Time
11:30-12:00	Lunch	Lunch
12:00-12:30	Asynchronous Work Time	Journeys
12:30-12:45	Asynchronous Work Time	Break
12:45-1:15	Fundations	Asynchronous Work Time
1:15-1:30	Break	Asynchronous Work Time
1:30-2:00	Asynchronous Work Time	Fundations
2:00-2:15	Asynchronous Work Time	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday

Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:20	Math	Asynchronous Work Time
9:25-9:45	Journeys	Asynchronous Work Time
9:50-10:30	Science	Asynchronous Work Time
10:30-10:45	Break	Break
10:45-11:05	Asynchronous Work Time	Math
11:10-11:30	Asynchronous Work Time	Journeys
11:35-12:15	Asynchronous Work Time	Science
12:15-12:45	Lunch	Lunch
12:45-1:00	Break	Break
1:00-3:10	Asynchronous Work Time	Asynchronous Work Time

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(28)

REMOTE ACADEMY Learning Schedule (Single) – K,1,2 (Teacher)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Fundations Guided Reading Science (Wednesdays ONLY)	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:30	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:30-10:00	Math	Math	Math	Math	Math
	10:00-10:30	Break	Break	Break	Break	Break
	10:30-11:00	Fundations	Fundations	Fundations	Fundations	Fundations
	11:00-11:30	Lunch	Lunch	Lunch	Lunch	Lunch
	11:30-12:00	Planning	Planning	Planning	Planning	Planning
	12:00-1:00	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Science	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:00-1:30	Break	Break	Break	Break	Break
	1:30-2:00	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys	ELA - Journeys
	2:00-2:30	Break	Break	Planning	Break	Break
	2:30-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

REMOTE ACADEMY Learning Schedule (2 Groups) – K,1,2 (Teacher) OPTION #1

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:30-9:45	Break	Asynchronous Work Time
9:45-10:15	Journeys	Asynchronous Work Time
10:15-10:30	Break	Asynchronous Work Time
10:30-11:00	Fundations	Asynchronous Work Time
11:00-11:30	Lunch	
11:30-12:00	Planning	
12:00-12:30	Asynchronous Work Time	Math
12:30-12:45	Asynchronous Work Time	Break
12:45-1:15	Asynchronous Work Time	Journeys
1:15-1:30	Asynchronous Work Time	Break
1:30-2:00	Asynchronous Work Time	Fundations
2:00-2:15	Break	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:20	Math	Asynchronous Work Time
9:25-9:45	Journeys	Asynchronous Work Time
9:50-10:30	Science	Asynchronous Work Time
10:30-10:45	Break	Break
10:45-11:05	Asynchronous Work Time	Math
11:10-11:30	Asynchronous Work Time	Journeys
11:35-12:15	Asynchronous Work Time	Science
12:15-12:45	Lunch	
12:45-1:00	Break	Break
1:00-3:10	Planning	

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(30)

REMOTE ACADEMY Learning Schedule (2 Groups) – K,1,2 (Teacher) OPTION #2

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:30-9:45	Break	Asynchronous Work Time
9:45-10:15	Asynchronous Work Time	Math
10:15-10:30	Asynchronous Work Time	Break
10:30-11:00	Journeys	Asynchronous Work Time
11:00-11:30	Lunch	
11:30-12:00	Planning	
12:00-12:30	Asynchronous Work Time	Jouneys
12:30-12:45	Asynchronous Work Time	Break
12:45-1:15	Fundations	Asynchronous Work Time
1:15-1:30	Break	Asynchronous Work Time
1:30-2:00	Asynchronous Work Time	Fundations
2:00-2:15	Asynchronous Work Time	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:20	Math	Asynchronous Work Time
9:25-9:45	Journeys	Asynchronous Work Time
9:50-10:30	Science	Asynchronous Work Time
10:30-10:45	Break	Break
10:45-11:05	Asynchronous Work Time	Math
11:10-11:30	Asynchronous Work Time	Journeys
11:35-12:15	Asynchronous Work Time	Science
12:15-12:45	Lunch	
12:45-1:00	Break	Break
1:00-3:10	Planning	

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(31)

REMOTE ACADEMY Learning Schedule (Single) – 3,4,5,6 (Student)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:30	Math	Math	Math	Math	Math
	10:30-11:00	Break	Break	Break	Break	Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:45	Break	Break	Break	Break	Break
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:45-2:15	Break	Break	Break	Break	Break
	2:15-2:45	Social	Science	Independent Work	Social	Science
	2:45-3:10	Independent Work /Office Hours	Independent Work /Office Hours	Independent Work	Independent Work /Office Hours	Independent Work /Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA & Physical Education	Intervention Math	Intervention ELA & Physical Education	Intervention Math	Intervention ELA & Physical Education

(32)

REMOTE ACADEMY Learning Schedule (2 Groups) – 3,4,5, (Student) OPTION #1

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday				Wednesday		
Time	Group A	Group B		Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours		8:45-9:00	Office Hours	Office Hours
9:00-9:40	Math	Asynchronous Work Time		9:00-9:30	Math	Asynchronous Work Time
9:40-9:50	Break	Asynchronous Work Time		9:40-10:10	Journeys	Asynchronous Work Time
9:50-10:30	Journeys	Asynchronous Work Time		10:10-10:30	Break	Break
10:30-10:40	Break	Asynchronous Work Time		10:30-11:00	Flex Grouping	Flex Grouping
10:40-11:00	Social (Monday & Thursday) Science (Tuesday & Friday)	Asynchronous Work Time		11:00-11:20	Break	Break
11:00-11:30	Lunch	Asynchronous Work Time		11:20-11:50	Asynchronous Work Time	Math
11:30-12:00	Asynchronous Work Time	Lunch		12:00-12:30	Asynchronous Work Time	Journeys
12:00-12:40	Asynchronous Work Time	Math		12:30-1:00	Lunch	Lunch
12:40-12:50	Asynchronous Work Time	Break		1:00-3:10	Asynchronous Work Time	Asynchronous Work Time
12:50-1:30	Asynchronous Work Time	Journeys				
1:30-1:40	Asynchronous Work Time	Break				
1:40-2:00	Asynchronous Work Time	Social (Monday & Thursday) Science (Tuesday & Friday)				
2:00-2:15	Break	Break				
2:15-3:00	Flex Grouping	Flex Grouping				
3:00-3:10	Office Hours	Office Hours				

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(33)

REMOTE ACADEMY Learning Schedule (2 Groups) – 3,4,5, (Student) OPTION #2

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:40	Math	Asynchronous Work Time
9:40-9:50	Break	Asynchronous Work Time
9:50-10:30	Asynchronous Work Time	Math
10:30-10:40	Asynchronous Work Time	Break
10:40-11:00	Social (Monday & Thursday) Science (Tuesday & Friday)	Asynchronous Work Time
11:00-11:30	Lunch	Asynchronous Work Time
11:30-12:00	Asynchronous Work Time	Lunch
12:00-12:40	Journeys	Asynchronous Work Time
12:40-12:50	Break	Asynchronous Work Time
12:50-1:30	Asynchronous Work Time	Journeys
1:30-1:40	Asynchronous Work Time	Break
1:40-2:00	Asynchronous Work Time	Social (Monday & Thursday) Science (Tuesday & Friday)
2:00-2:15	Break	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:40-10:10	Journeys	Asynchronous Work Time
10:10-10:30	Break	Break
10:30-11:00	Flex Grouping	Flex Grouping
11:00-11:20	Break	Break
11:20-11:50	Asynchronous Work Time	Math
12:00-12:30	Asynchronous Work Time	Journeys
12:30-1:00	Lunch	Lunch
1:00-3:10	Asynchronous Work Time	Asynchronous Work Time

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

REMOTE ACADEMY Learning Schedule (Single) – 3,4,5,6 (Teacher)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Type of Learning	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Synchronous Learning: Students and teachers meet at the assigned times using Microsoft Teams **Students are required to attend the following DAILY:** ELA Math Guided Reading/Flex Grouping Science/Social Studies	8:45-9:00	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:00-9:15	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting	Attendance/ Morning Meeting
	9:15-10:30	Math	Math	Math	Math	Math
	10:30-11:00	Break	Break	Break	Break	Break
	11:00-11:45	ELA	ELA	ELA	ELA	ELA
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:45	Planning	Planning	Planning	Planning	Planning
	12:45-1:45	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping	Guided Reading/ Flex Grouping
	1:45-2:15	Break	Break	Break	Break	Break
	2:15-2:45	Social	Science	Planning	Social	Science
	2:45-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
Asynchronous Learning Teachers will post lessons/resources for students to access and complete on their own time	2:30 – 3:00 ~OR~ Any free/break time throughout the day	Intervention ELA & Physical Education	Intervention Math	Intervention ELA & Physical Education	Intervention Math	Intervention ELA & Physical Education

REMOTE ACADEMY Learning Schedule (2 Groups) – 3,4,5, (Teacher) OPTION #1

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:40	Math	Asynchronous Work Time
9:40-9:50	Break	Asynchronous Work Time
9:50-10:30	Journeys	Asynchronous Work Time
10:30-10:40	Break	Asynchronous Work Time
10:40-11:00	Social (Monday & Thursday) Science (Tuesday & Friday)	Asynchronous Work Time
11:00-11:30	Lunch	
11:30-12:00	Planning	
12:00-12:40	Asynchronous Work Time	Math
12:40-12:50	Asynchronous Work Time	Break
12:50-1:30	Asynchronous Work Time	Journeys
1:30-1:40	Asynchronous Work Time	Break
1:40-2:00	Asynchronous Work Time	Social (Monday & Thursday) Science (Tuesday & Friday)
2:00-2:15	Break	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday		
Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:40-10:10	Journeys	Asynchronous Work Time
10:10-10:30	Break	Break
10:30-11:00	Flex Grouping	Flex Grouping
11:00-11:20	Break	Break
11:20-11:50	Asynchronous Work Time	Math
12:00-12:30	Asynchronous Work Time	Journeys
12:30-1:00	Lunch	
1:00-3:10	Planning	

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

(36)

REMOTE ACADEMY Learning Schedule (2 Groups) – 3,4,5, (Teacher) OPTION #1

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Monday, Tuesday, Thursday, Friday

Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:40	Math	Asynchronous Work Time
9:40-9:50	Break	Asynchronous Work Time
9:50-10:30	Asynchronous Work Time	Math
10:30-10:40	Asynchronous Work Time	Break
10:40-11:00	Social (Monday & Thursday) Science (Tuesday & Friday)	Asynchronous Work Time
11:00-11:30	Lunch	
11:30-12:00	Planning	
12:00-12:40	Journeys	Asynchronous Work Time
12:40-12:50	Break	Asynchronous Work Time
12:50-1:30	Asynchronous Work Time	Journeys
1:30-1:40	Asynchronous Work Time	Break
1:40-2:00	Asynchronous Work Time	Social (Monday & Thursday) Science (Tuesday & Friday)
2:00-2:15	Break	Break
2:15-3:00	Flex Grouping	Flex Grouping
3:00-3:10	Office Hours	Office Hours

Wednesday

Time	Group A	Group B
8:45-9:00	Office Hours	Office Hours
9:00-9:30	Math	Asynchronous Work Time
9:40-10:10	Journeys	Asynchronous Work Time
10:10-10:30	Break	Break
10:30-11:00	Flex Grouping	Flex Grouping
11:00-11:20	Break	Break
11:20-11:50	Asynchronous Work Time	Math
12:00-12:30	Asynchronous Work Time	Journeys
12:30-1:00	Lunch	
1:00-3:10	Planning	

Asynchronous Learning	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers will post lessons/resources for students to access and complete on their own time	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education	Intervention Math & Social Studies	Intervention ELA & Physical Education

REMOTE ACADEMY Learning Schedule – Gaskill Preparatory (Grades 7 & 8)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Synchronous Learning:

Students and teachers meet at the assigned times

If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY						WEDNESDAY
Schedule A		**Schedule B**		**Schedule C**		ASP/Office Hours: (7:30-7:50)
7:40-7:47	Homebase	7:40-7:47	Homebase	7:40-7:47	Homebase	Period 2: (8:00-8:20)
7:50-8:38	Period 1	7:50-8:38	Period 1	7:50-8:38	Period 1	Period 3: (8:30-8:50)
8:42-9:30	Period 2	8:42-9:30	Period 2	8:42-9:30	Period 2	Period 4: (9:00-9:20)
9:34-10:22	Period 3	9:34-10:22	Period 3	9:34-10:22	Period 3	Period 5/6: (9:30-9:50)
10:26-10:56	Lunch A	10:26-11:14	Period 4	10:26-11:14	Period 4	Period 7: (10:00-10:20)
11:00-11:48	Period 4	11:18-11:48	Lunch B	11:18-12:06	Period 5	Period 8: (10:30-10:50)
11:52-12:40	Period 5	11:52-12:40	Period 5	12:10-12:40	Lunch C	Lunch: (11:00-11:30)
12:44-1:32	Period 6	12:44-1:32	Period 6	12:44-1:32	Period 6	Planning/ASP Meetings: (11:30-2:00)
1:36-2:25	Period 7	1:36-2:25	Period 7	1:36-2:25	Period 7	Attendance Reconciliation: (2:00-2:30)

REMOTE ACADEMY Learning Schedule – LaSalle Preparatory (Grades 7 & 8)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

Synchronous Learning:

Students and teachers meet at the assigned times

If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.

MONDAY, TUESDAY, THURSDAY, FRIDAY				WEDNESDAY
7th Grade		**8th Grade**		ASP/Office Hours: (7:30-7:50)
7:40-7:47	Homebase	7:40-7:47	Homebase	Period 2: (8:00-8:20)
7:50-8:34	ASP/ Office Hours	7:50-8:34	ASP/ Office Hours	Period 3: (8:30-8:50)
8:37-9:27	Period 2	8:37-9:27	Period 2	Period 4: (9:00-9:20)
9:30- 10:20	Period 3	9:30- 10:20	Period 3	Period 5/6: (9:30-9:50)
10:23-11:13	Period 4	10:23-11:13	Period 4	Period 7: (10:00-10:20)
11:16-11:46	Period 5	11:16-12:06	Period 5	Period 8: (10:30-10:50)
11:49-12:39	Period 6	12:09-12:39	Period 6	Lunch: (11:00-11:30)
12:42-1:32	Period 7	12:42-1:32	Period 7	Planning/ASP Meetings: (11:30-2:00)
1:35- 2:25	Period 8	1:35- 2:25	Period 8	Attendance Reconciliation: (2:00-2:30)

(39)

REMOTE ACADEMY Learning Schedule – Niagara Falls High School (Grades 9-12)

The following 5-day schedule will ONLY be used by students and teachers in the REMOTE ACADEMY.

TYPE OF LEARNING	MONDAY, TUESDAY, THURSDAY, FRIDAY		WEDNESDAY
Synchronous Learning: Students and teachers meet at the assigned times If no students show up for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.	7:30-8:15	Period 1	Planning: (7:20-8:20) (Early Flex)
	7:45-8:29	Period 1A	Period 1: (8:20-8:40)
	8:19-9:18	Period 2	Period 2: (8:50-9:10)
	9:22-10:09	Period 3	Period 3: (9:20-9:40)
	10:13-10:43	Period 4/Lunch A	Period 5: (9:50-10:10)
	10:47-11:00	Period 5	Office Hours: (10:10-10:30)
	11:04-11:34	Period 6/Lunch B	Lunch: (10:30-11:00)
	11:38-11:51	Period 7	Planning: (11:00-11:30)
	11:55-12:25	Period 8/Lunch C	Office Hours: (11:30-11:50)
	12:29-12:42	Period 9	Period 7: (11:50-12:10)
	12:46-1:16	Period 10/Lunch D	Period 9: (12:20-12:40)
	1:20-2:08	Period 11	Period 11: (12:50-1:10)
	2:12-3:00	Period 12	Period 12: (1:20-1:50)
	3:04-3:52	Period 13	Attendance #1: Period Reconciliation (1:40-1:55)
	Students and teachers will follow their traditional school day schedules.		Attendance #2: Homebase Reconciliation (1:55-2:10)
			Planning: (2:10-3:10) (Regular Schedule)

Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below
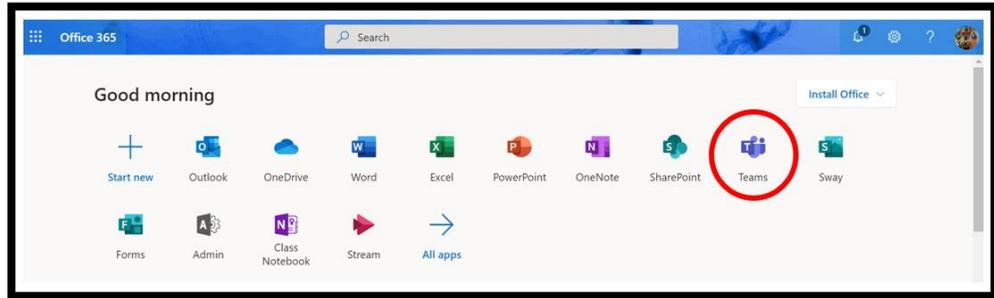
Click on the tile for your class team to see your channels.

Channels

Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.
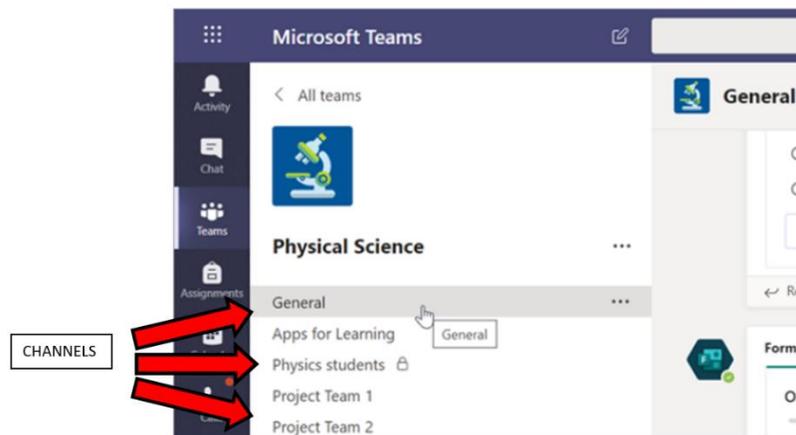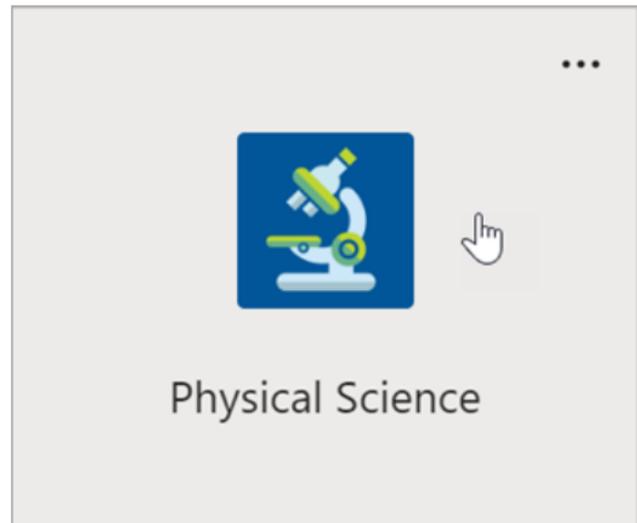
Add channels

1. To add a channel, select **More options** next to your class team's name, then **Add a channel**.

2. Enter a **Name** and an optional **Description** for your channel.

3. Choose whether you'd like your channel to be Standard or Private. Standard channels will be available to everyone. Private channels will only be available to students you choose.

4. **Check the box** to automatically show this channel in everyone's channel list.

5. Click **Add.**
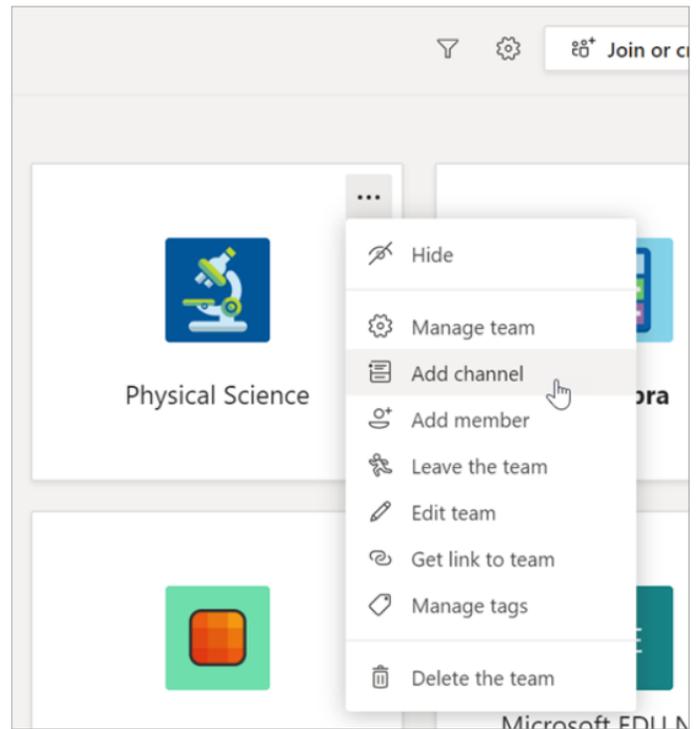
Tabs

Every channel has tabs. The General channel has these tabs:

- The Posts tab for all the messages in this channel.

- The Files tab to store all the files shared in this channel.

- The Class Notebook tab.

- The Assignments tab for creating assignments.

- The Grades tab for tracking student progress and grading.
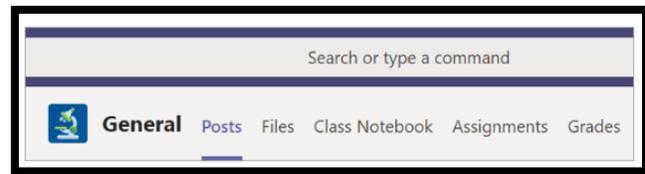
Tip: Add a tab to any channel by selecting **Add a tab** + .

Create an assignment

| t | **General** Posts Files Class Notebook Assignments Grades |

1. Navigate to the **General** channel in your class team and select the **Assignments** tab.

2. Select **Create > Assignment**.
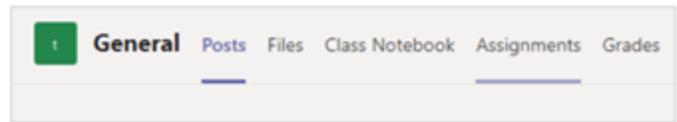
Add details to your assignment

The only thing your assignment requires to be saved is a title. All other fields are optional.

- Title (required)

- Choose multiple classes or individual students in one class to assign to.

- Add additional instructions

- Add resources. (See below.)

- Select a due date and time. (See below.)

- Points available

- Add a grading rubric.

- Add a category.

When you are finished, select **Assign.** To save this assignment as a draft, select Save.

New assignment | Saved Jun 1 1:49 PM | Discard | Save | **Assign**

Title (required)

Reading Journal

⃝ Add category

Instructions

Enter instructions

⊘ Add resources

Points

No points

⊞ Add rubric

Assign to

Ecology 9A | All students

Don't assign to students added to this class in the future. Edit

Date due | Time due

Tue, Jun 2, 2020 | 11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

More on adding resources

1. Select **Add resources** to choose an existing file or create a blank Office 365 document to assign to each student.

2. Select **Attach**.

- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.

- Select **More options** ``` > **Students edit their own copy** to distribute an identical document to each student to edit and turn in.
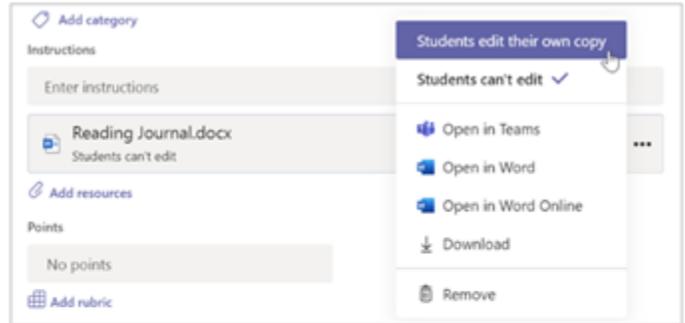
Choose assignment timeline

1. To adjust when an assignment is sent out or whether you'll accept late assignments, select **Edit** underneath the due date field.

2. Make your selections and click **Done**.

Note: By default, no close date will be selected, which allows students to turn in assignments late.
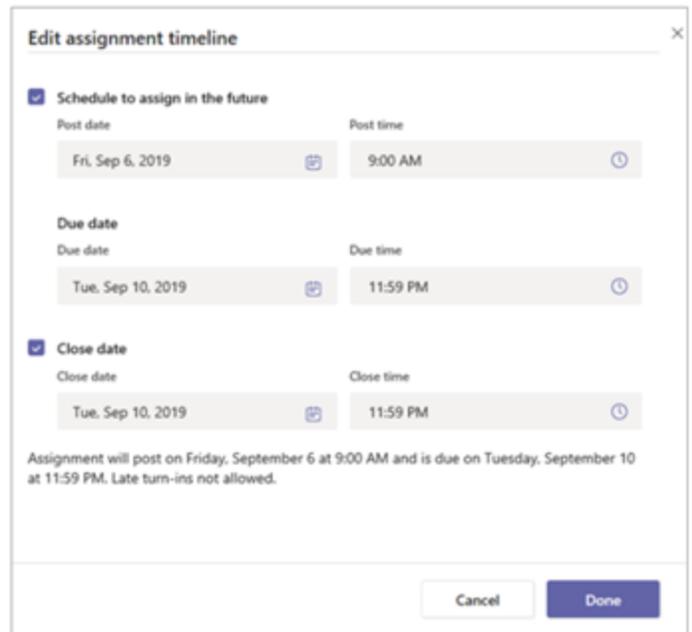
View grades

Track student progress and access grades in the Grades tab.

1. Navigate to **General** channel of your class team and select the **Grades** tab.
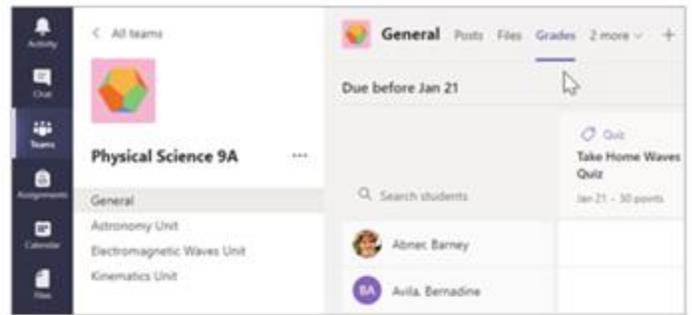
Assignments appear in rows and your students in a column. Assignments are ordered by due date, with the nearest date at the beginning. Scroll down or across to continue viewing assignments.

Your students' work will have different statuses:

- **Viewed** - The student has opened and viewed the assignment.

- **Turned in** - The student has turned in the assignment and work is ready to grade.
- **Returned or points** - When you've graded student work, the points assigned will show. You'll see Returned if the assignment doesn't have points.

- **Blank** - No action has been taken on the assignment yet.

Start grading

You can click on any cell in the Grades tab to edit it.

1. To begin grading, select **More options** ··· on a cell, then **Open student work**.

2. This will open your student's assignment with a **Feedback** and **Points** field you can fill in.

3. To write comments on the document itself, select **Edit Document**, and then either choose to edit in the desktop app or your web browser.

4. Click the arrows next to the student's name to move between student assignments.

5. Select **Return** when you are done grading and want to return an assignment to a student. This means they will be notified and can see your feedback.
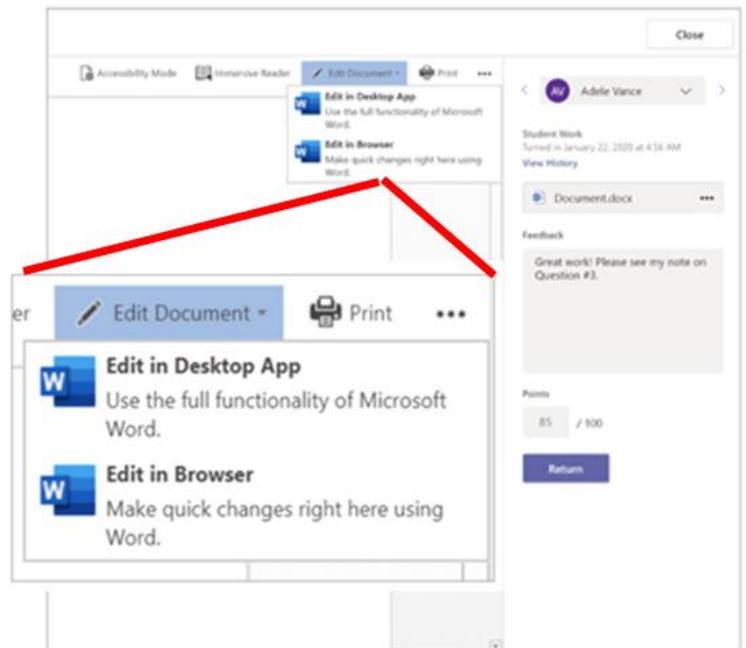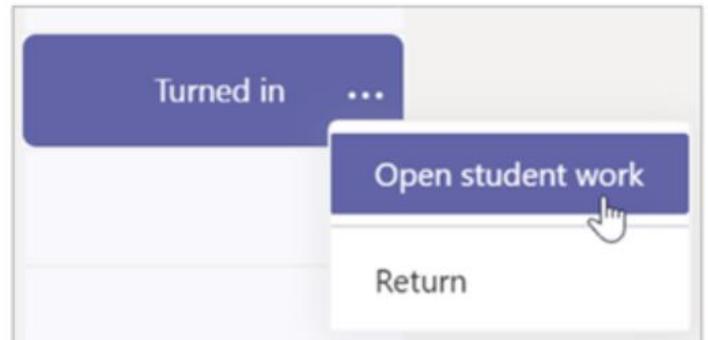
Return multiple grades at once

1. To return more than one student grade at the once, click on the **Assignments** tab.

2. Select an assignment.

3. You can enter feedback and points here without opening student work.

4. Use the check-boxes to select which student work to return, or if you'd like to select all.

5. Click **Return**.
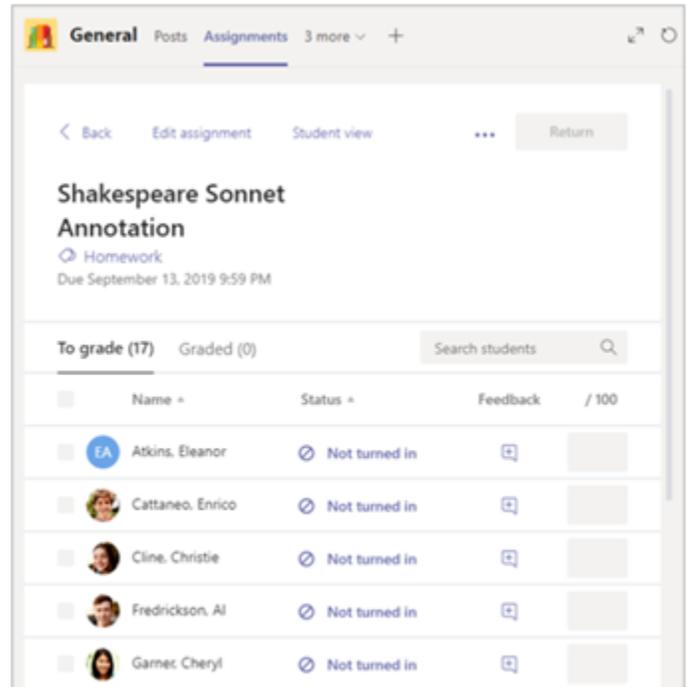
Create and respond to messages in Teams.

Educators

Message your class

1. To create a message for your whole class, click **Teams** ⧉ , then pick a class team and a channel.

2. Select the **Posts** tab.

3. Click the compose box, type your message, and click **Send** ▷ .

4. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.
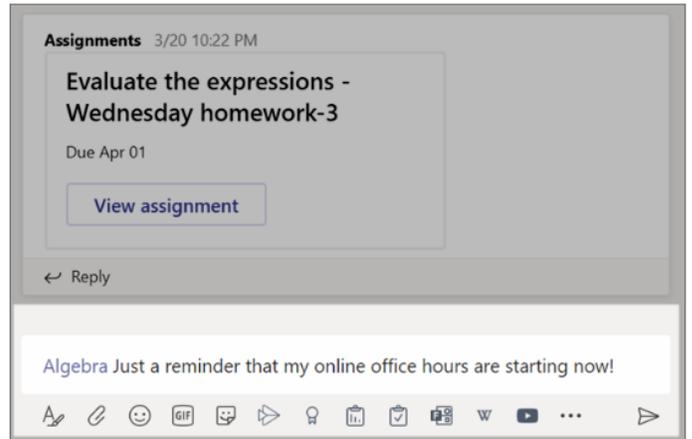
Start a conversation with one student or a group of students

1. At the top of the app, click **New chat** ✐ .

2. In the **To** field, type the name of the student(s) you'd like to message.

3. Type your message in the compose box and select **Send** ▷ .
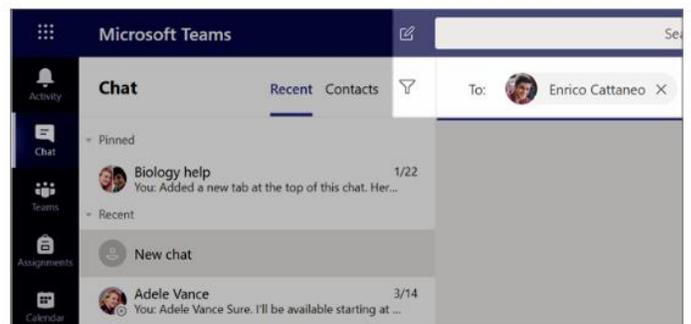
Reply to a conversation

Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

1. Find the conversation thread you want to reply to.

2. Click **Reply**, add your message, and click **Send** ▷.
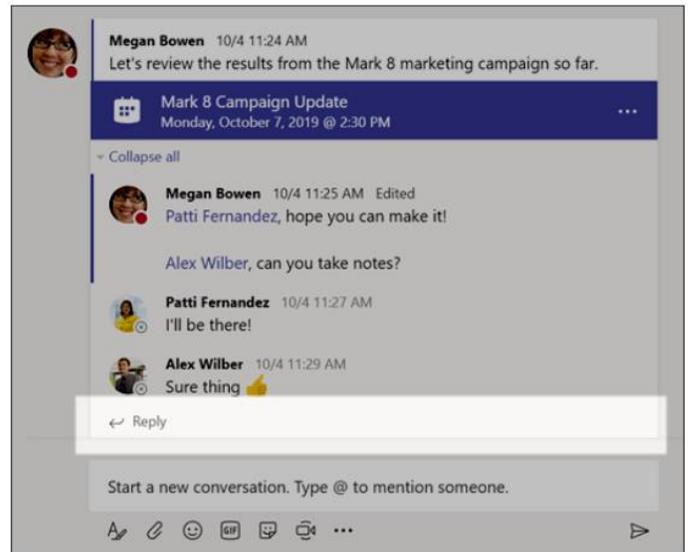
Announcements

Use the Announcements feature to draw your students' attention to important posts.

1. Select **Format** to expand the Compose box.

2. Choose **Announcement** and **Select a background color** to customize an important post.
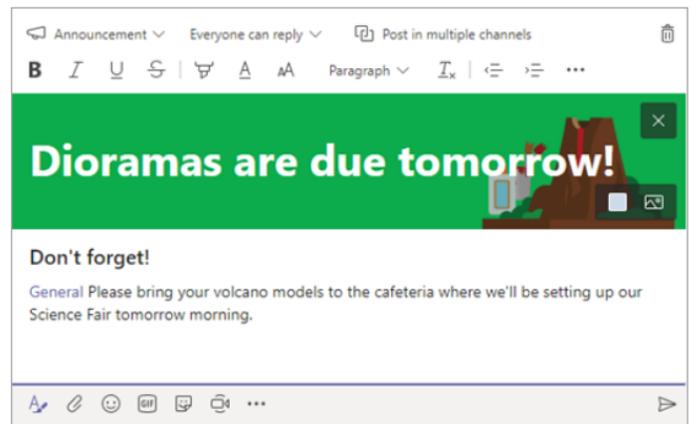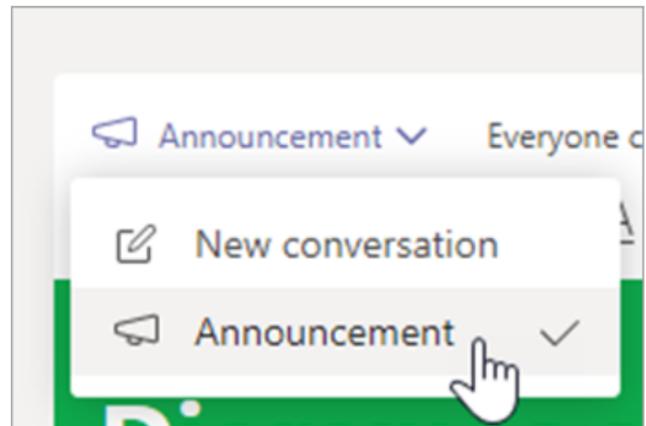
Schedule a virtual meeting for your class

Use meetings in Teams to schedule virtual presentations and discussions for your whole class.

1. Select **Teams**, then select **Calendar**.

2. Select **+ New meeting**.

3. Give your new meeting a title. Decide on a date and time. Add any additional details.

> **Tip:** You can set any meeting to repeat on a daily, weekly, monthly, yearly, or even a custom cadence.

4. Select **Add channel** to see a list of your class teams and their channels, then choose a channel to meet in.

> **Note:** When you select a channel in a class team to host a meeting, all students with access to the channel are able to join the meeting. Also, all resources shared and any recordings taken during the meeting are saved in the channel.

5. Take a moment to review your meeting details. When you're done, select **Send**. This adds your meeting to your calendar and your students' calendars.

> **Tip:** Learn more about best practices for running class meetings and maintaining safety during meetings with students.
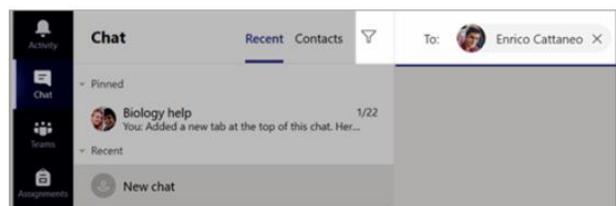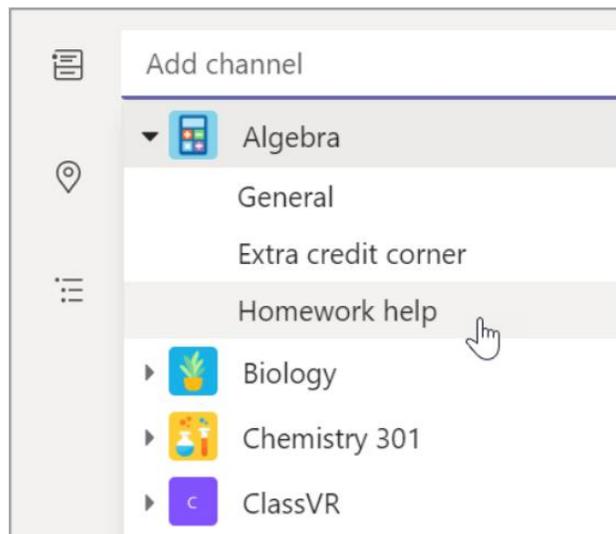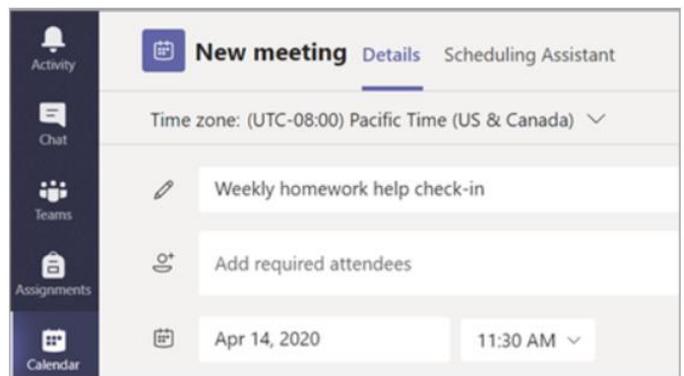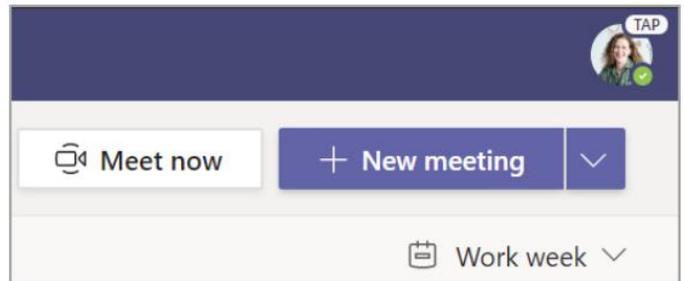
Meet with your students using video or audio calls

Use video or audio chatting in Teams to meet with your students in groups or one-on-one.

1. Select **New Chat** ✎ . In the **To** box, enter one or more students' names.

2. Select **Video call** ◻◁ to meet using video or **Audio call** ☎ if you prefer to use audio only.

You can also meet live with students in an existing chat.

1. Select **Chat** from the app bar, then choose the chat you'd like to meet from.

2. Select **Video call** ◻◁ or **Audio call** ☎ to start a meeting with a student or group of students.
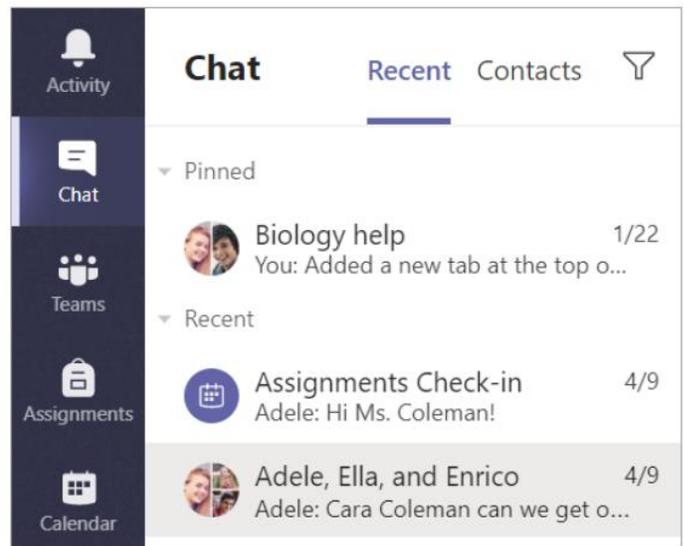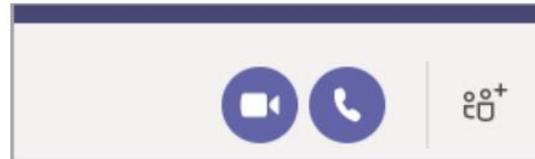
Tip: To schedule a meeting in advance, select **Calendar** > **+ New meeting**.

Note: Get in-depth guidance on meeting with students and meeting safety.
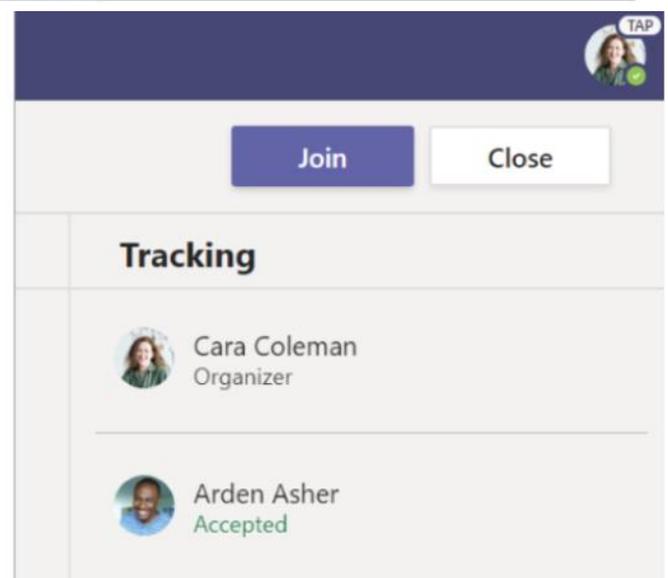
Reference Guide for Students
RGS#1 – Logging into Microsoft 365 (Computer)

LOGGING INTO MICROSOFT 365 THROUGH CLEVER
(Recommended for Grades K-8)

Clever is a personalized portal which gives students a single sign-on to all their digital resources

Step 1: Go to www.clever.com and login using your student ID as your username AND password
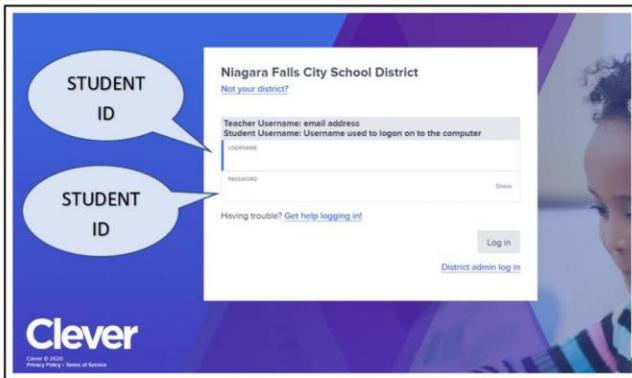
Step 2: Find and click on the **Teams App**. The first time you click on Teams, it will ask for your credentials – the same credentials you use to get username and password for a school computer. After logging in the first time, Clever will remember your credentials for the future.

Step 3: The **Teams App** will allow you to view class assignments, talk with your teacher, meet as a class, and receive assistance.

Step 4: The remainder of online resources can be accessed the same way via Clever.

LOGGING DIRECTLY INTO MICROSOFT 365
FROM **ANY** COMPUTER

Step 1: Open either browser:

Microsoft Edge   or   Google Chrome

Please do **NOT** use Internet Explorer

Step 2: Search for www.office.com

Step 3: Sign in with your school computer login and ADD @nfschools.net on the end – see below
(Example mpjones@nfschools.net)

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: mcacciatore@nfschools.net

Step 4: Your screen should look like this
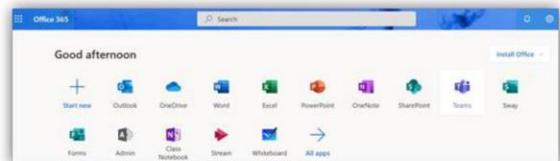
Step 5: Click on the **Teams App**. This will open your list of class Teams. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

How to Log-In to Your Microsoft 365 Account on an Android Phone or Tablet

Step 1: On your mobile device, go to Google Play

Step 2:

Phone & Tablet Installation - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Also, please install the Teams App as well.

[Download] [Download]

If Office App is not Available - Please install the Office apps individually – Word, Excel, PowerPoint, and Teams
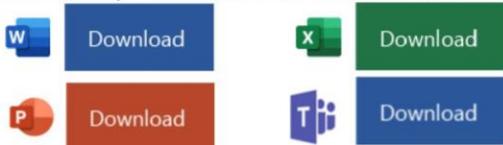
[Download] [Download]
[Download] [Download]

Step 3: Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below
        (Example mpjones@nfschools.net)

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: mcacciatore@nfschools.net

Step 4: The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

How to Log-In to Your Microsoft 365 Account on an iPhone & iPad

Step 1: On your mobile device, go to the App Store

Step 2:

iPhone Installation - Install the new Office app that combines Word, Excel, and PowerPoint into a single app. Note that Office mobile app is currently available for iPhone (iPad will come later). Also, please install the Teams App as well.

[Download] [Download]

iPad Installation - Please install the Office apps individually – Word, Excel, Powerpoint, and Teams

[Download] [Download]
[Download] [Download]

Step 3: Open the Teams App and sign in with your school computer login and ADD @nfschools.net on the end – see below
        (Example mpjones@nfschools.net)

Your password is your computer password you use at school.

If your username or password does not work, please reach out to: mcacciatore@nfschools.net

Step 4: The **Teams App** will open your list of Teams/Classes. Select a Team to view class assignments, talk with your teacher, meet with the class, and receive assistance.

Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below

Channels

Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.

- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.

- Look for shared documents in the **Files** tab.

- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments, Class Notebook**, and **Grades** tabs.
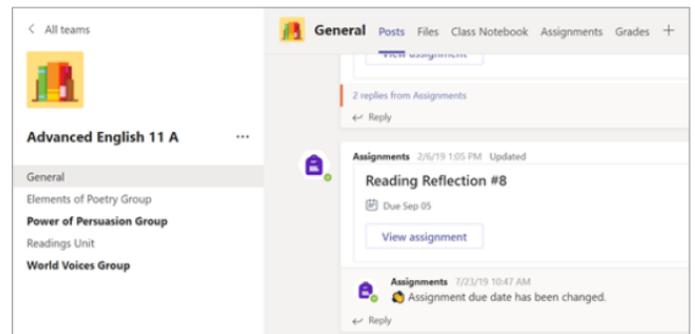
Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.
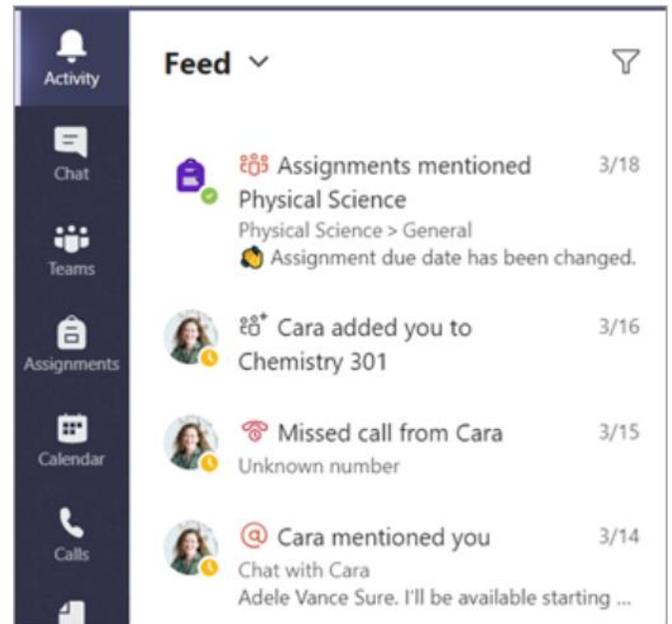
RGS#4 – Assignments in Microsoft Teams

View and turn in assignments

1. Head to a class team and the **General** channel. Select the **Assignments** tab.

2. To view assignment details and turn in work, select the assignment.

3. Attach any required materials, and select **Turn in**.
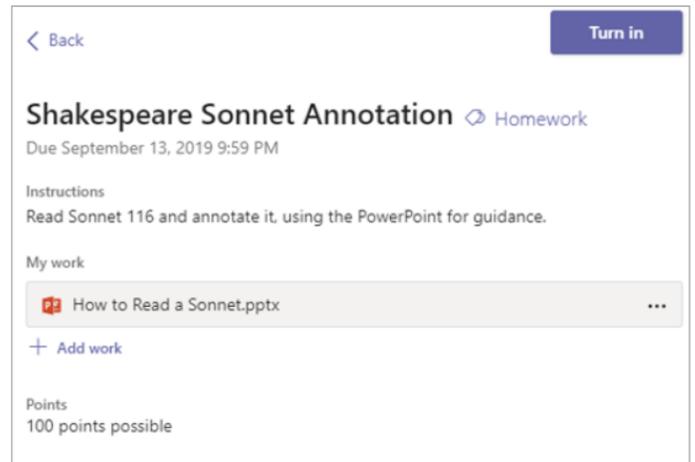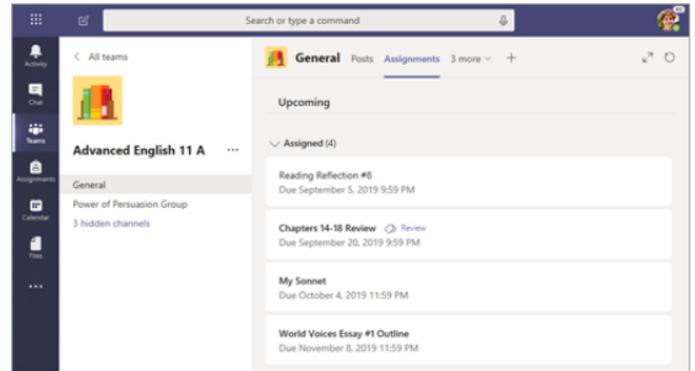
See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select the **Grades** tab in the **General** channel.

2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.

General Posts Files Grades 2 more ˅

Garcia, Emma
2 parents/guardians receive weekly summary. View

Due date ▲	Assignment ▾	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 *Extra credit!*
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file

- Use rich text to make your message stand out

- Format your message with bullets or make a numbered list

- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the **Chat** icon.
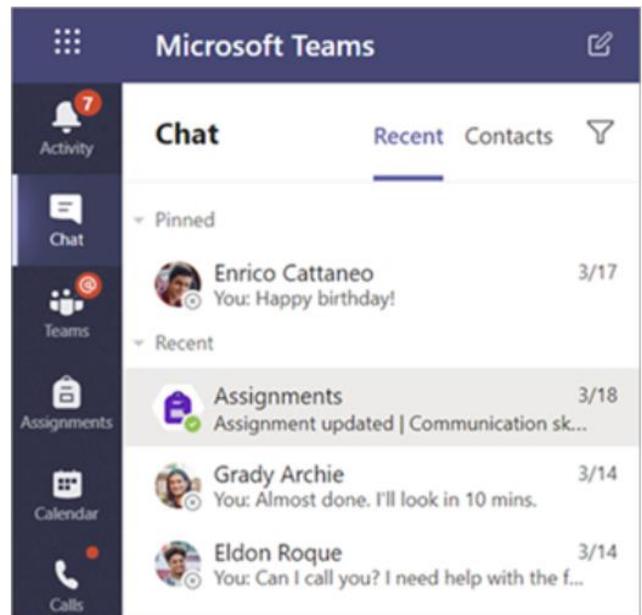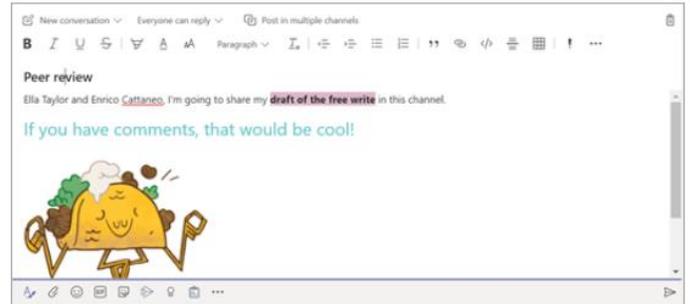
Connect with video

Use meetings in Teams to virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select Calendar 🗓 to see any meetings your teacher or classmates have added you to, or any you've created yourself. Click **Join** when it's time to meet.

2. Adjust your audio and video settings, then click **Join now**.

Essay peer review
Adele Vance   [Join]
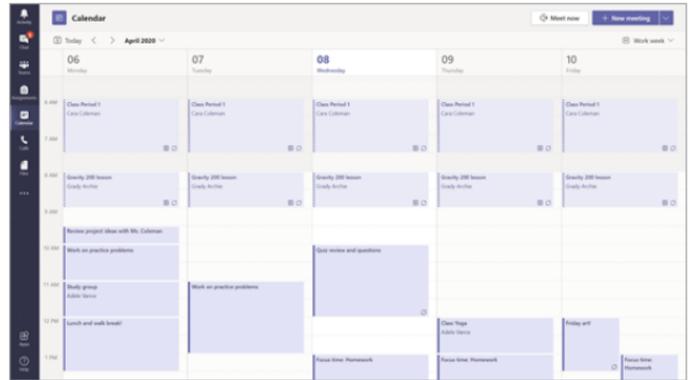
Use the toolbar during the meeting:

Turn your video on 🎥 and off 🚫.

Mute 🔇 and unmute 🎤 your microphone.

Share your screen or a document ⬆.

Participate in the meeting chat 💬.

See who's in the meeting 👥.

Choose your audio and video settings for
Essay peer review

Join now

Devices

Other join options

Audio off   Phone audio   Add a room

00:15
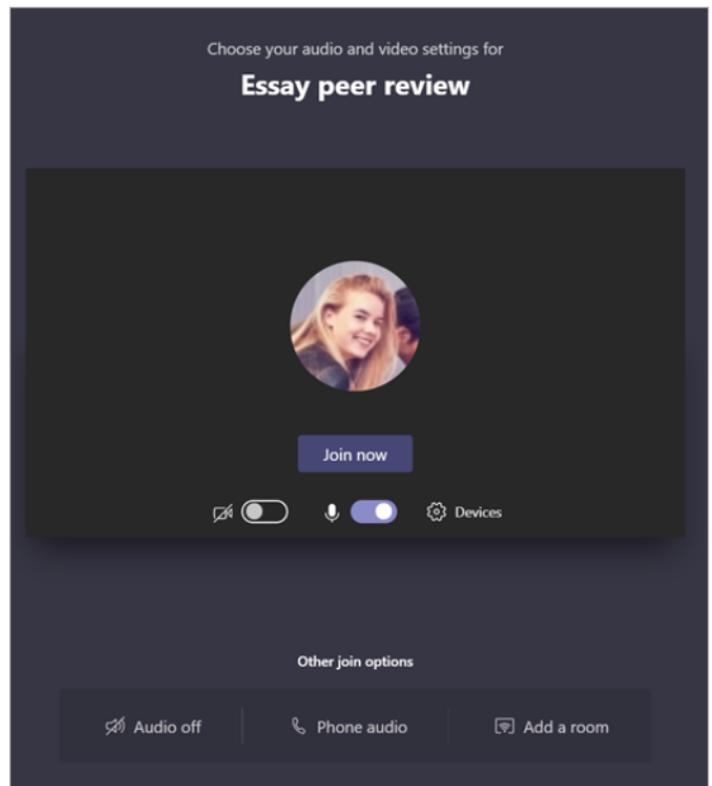
Reference Guide for Parents
RGP#1 – What does my student need to sign in to Office 365?

Your student's learning can happen anywhere with our Office 3655 online platform. Your child's core subjects and class discussions will happen within this platform. The guidance below is meant to introduce some of the many possibilities for remote student learning using Office 365.

Sign in to Teams

1. Open Office.com and sign in with your school email and password.

2. From your Office.com homepage, click on the **Teams** app to open right in your browser.

3. Select **Teams** in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles.

4. When you see your class tile, click on one to start connecting with your teacher and classmates.
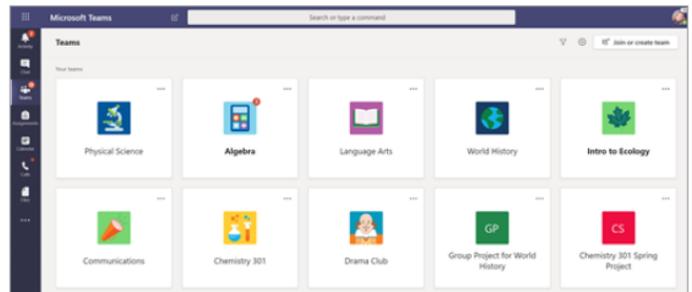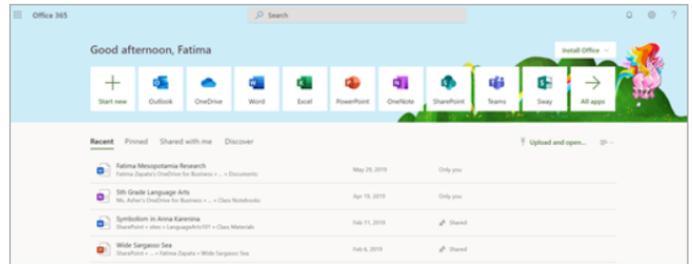
Please go to https://bit.ly/officeintro to watch a 2 minute overview video of Teams

Using Teams! Teams is an online classroom hub, where your student can chat with their whole class, in groups with other students, and one-on-one with their teachers. Through Teams, your student can also make video calls.

Tip: Read more with your student about communicating in Teams.
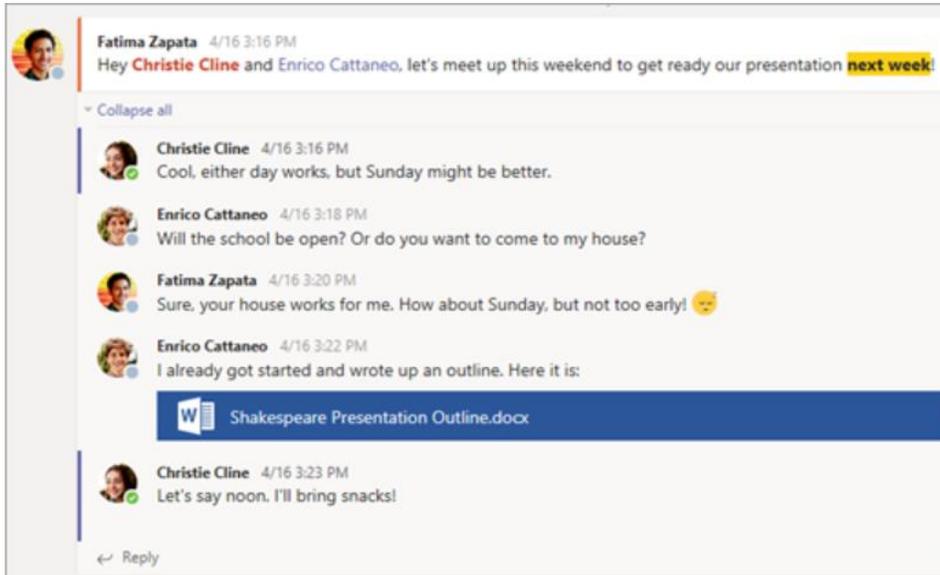
Each of your student's classes (if they have more than one) gets its own team, which is set up by a teacher or an IT Admin.
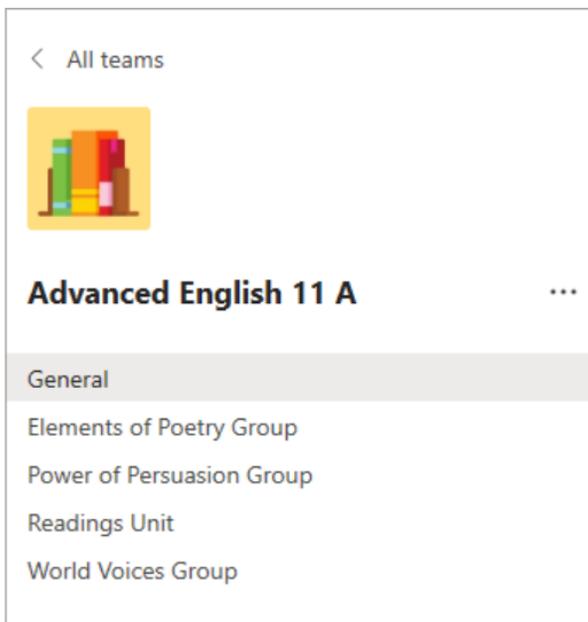
Reference Guide for Parents

RGP#3 – How is my student's communication and activity monitored in Teams?

Since Teams for Education is designed to serve as a digital classroom hub, it features many ways to support teachers in classroom management. Teachers can mute students who may add distracting or inappropriate messages to group discussions, and they can delete those unproductive messages entirely.

As a communication platform with specific features to support teaching and learning, Teams is a great opportunity for students to build and practice digital citizenship alongside their academic learning.

With the **Assignments** app built right into Teams, your student can see work their teachers have assigned them, submit that work, and see their grades and feedback.

> **Tip:** Learn more with your student about collaborating and creating great work in Teams.
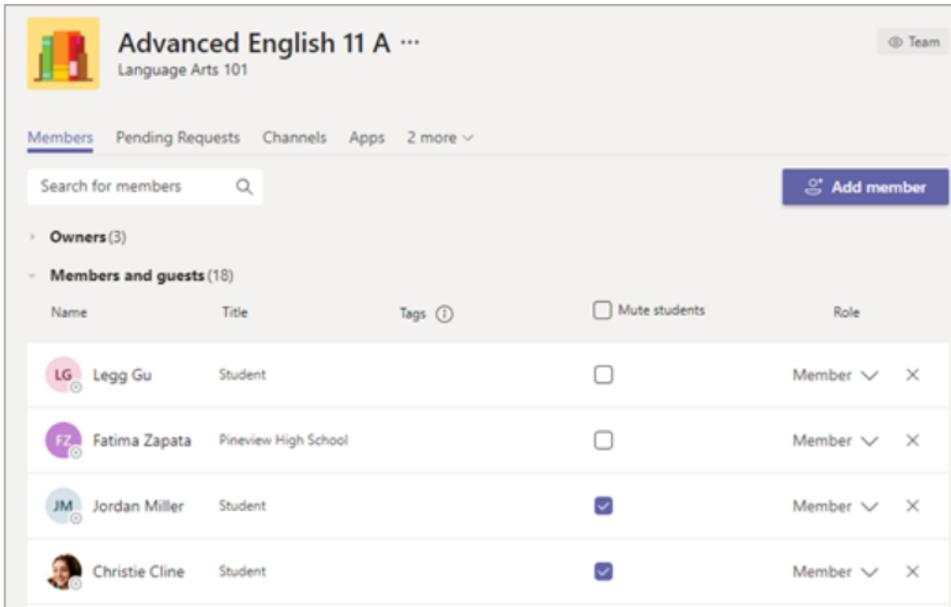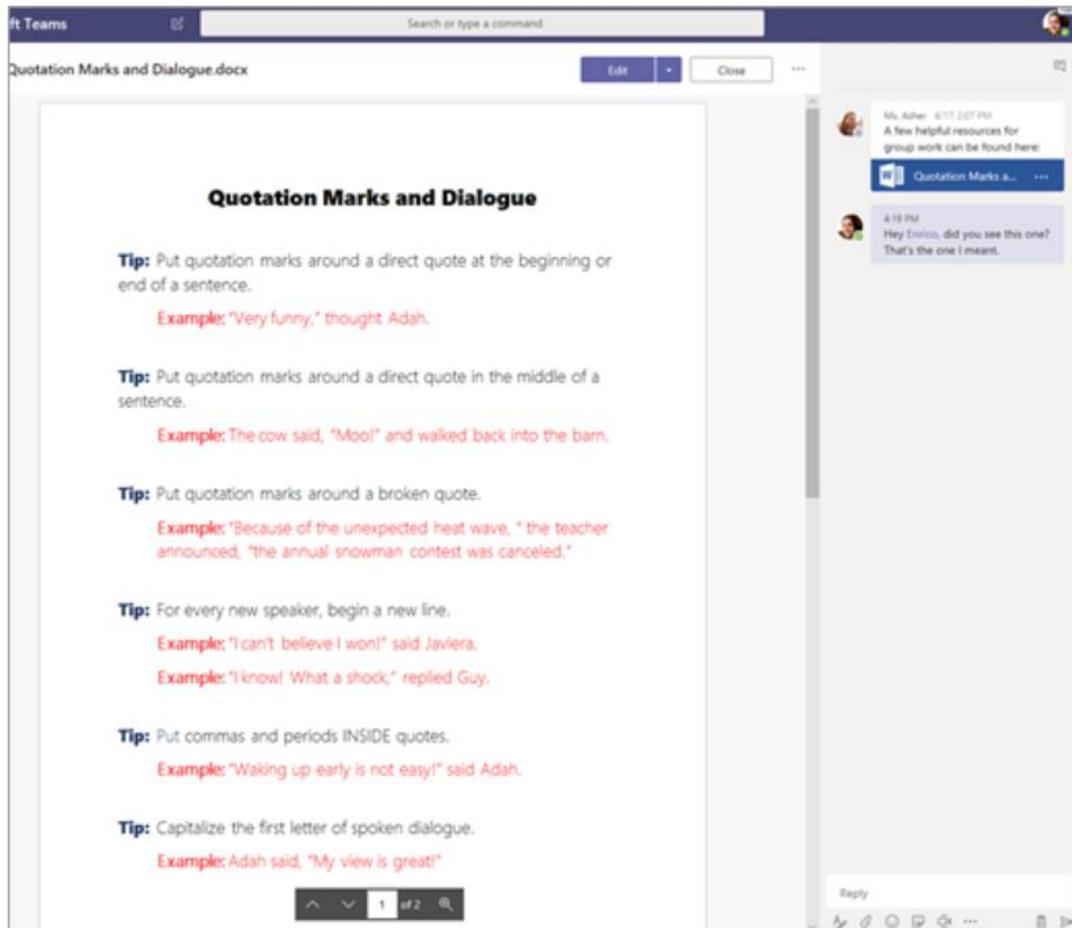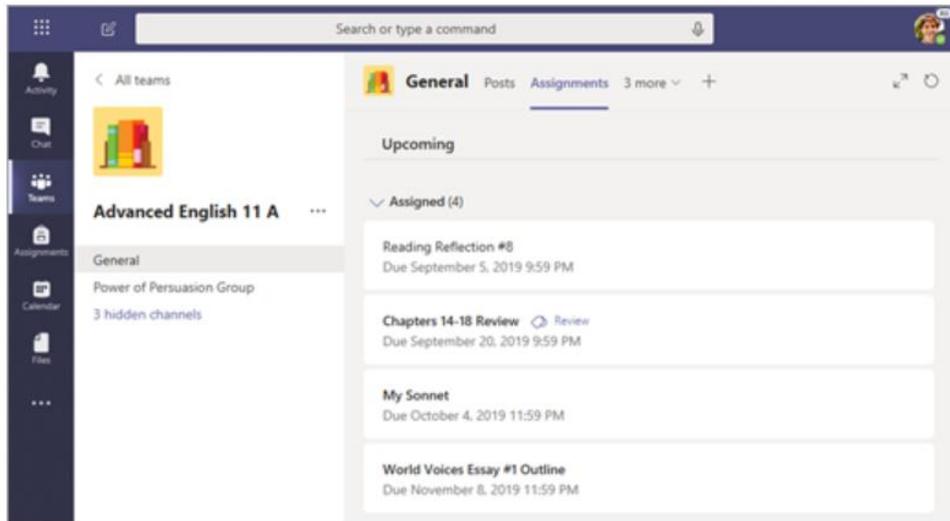
Reference Guide for Parents

RGP#4 – Is Teams simply a chat app, or can my student study, work, and complete assessments there as well? (2 of 2)

For other ongoing work, every class team has a **Class Notebook**, where your student has their own private notebook space to take notes, reference resources, and even practice math equations!
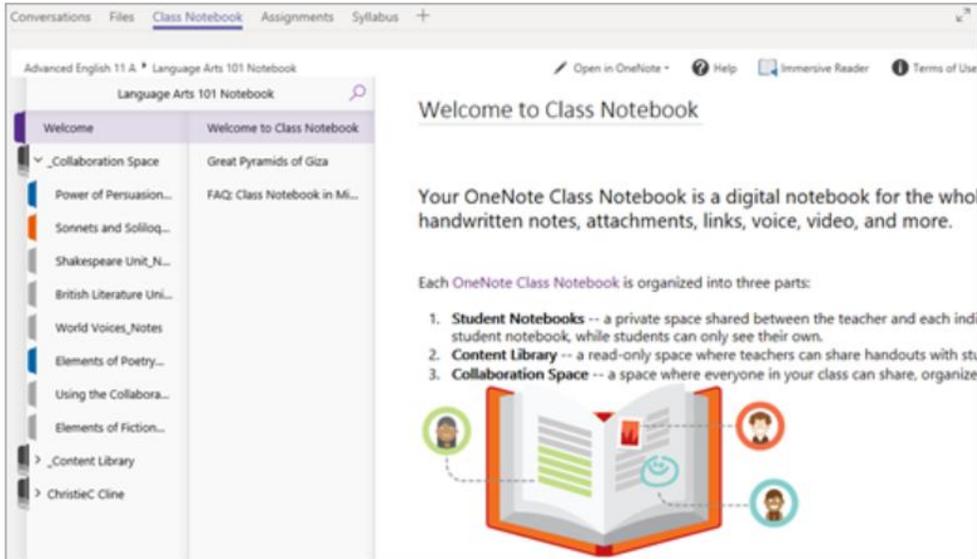

Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.

Students can turn in their assignments by navigating to the **Assignments** tab in the **General** channel of their class team, then selecting an assignment. They can attach any appropriate work and select **Turn in**.

Students can read more here about keeping track of and turning in assignments.
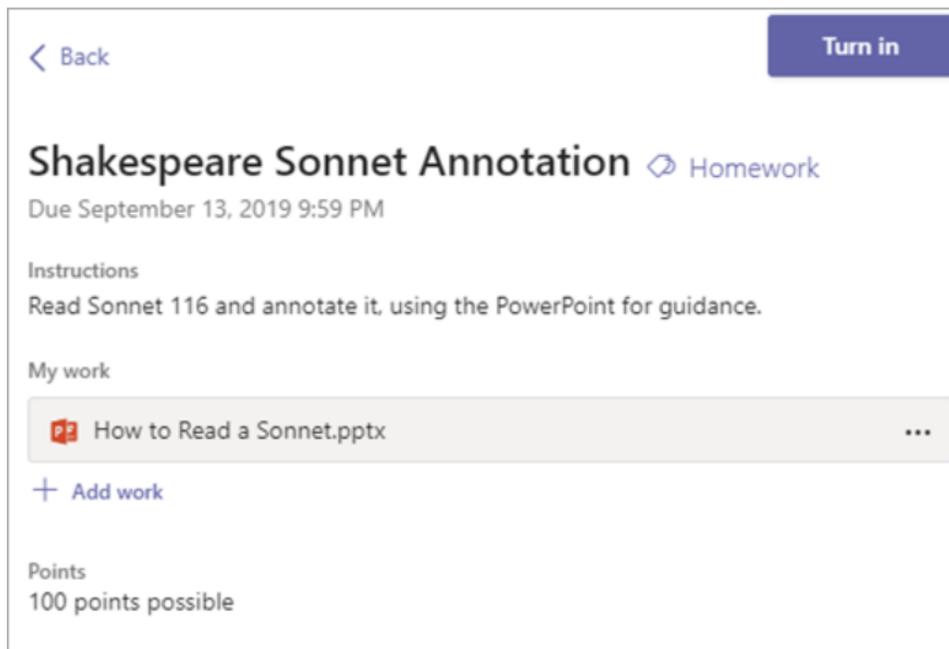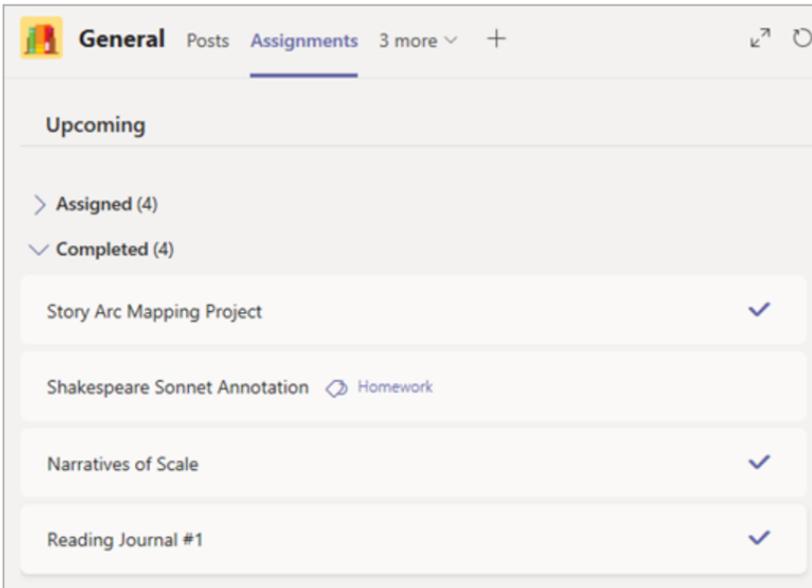
Reference Guide for Parents
RGP#6 – Can they check their grades in Teams?

Students can see grades for their assignments, too! In the same **General** channel where they'll find their **Assignments** and other essential tabs, your student can select **Grades** to see their points on past work. Read more about how students can navigate their grades.

	Garcia, Emma
	2 parents/guardians receive weekly summary. View

Due date ▲	Assignment ▼	Status	Points
Jan 21	Take Home Waves Quiz	Viewed	/30
Jan 13	Watch Waves and Frictio...	Returned	5/5
Jan 9	Essay on space theory film	Returned	28/30
Jan 7	Submit your project prog...	Returned	33/40
Jan 6	Create a study guide for ...	Returned	17/20
Dec 20, 2019	Begin EM Waves project	Returned	39/30 *Extra credit!*