

# **Niagara Falls City School District**



## **Elementary Parent & Student Distance Learning Handbook**

630 66<sup>th</sup> Street  
Niagara Falls, NY 14304  
(716) 286-4211

## **Table of Contents**

- Philosophy, Vision, & Mission ..... p. 3
- School Contact Information..... p. 3
- Attendance Recording..... p. 4
- Methods Instruction ..... p. 5
- Online Learning Platform ..... p. 5
- Approved Online Resources..... p. 6-7
- Academic Schedules Overview ..... p. 8
- Students with Disabilities & English Language Learners..... p. 9
- Pre-K 3 & Pre-K 4 ..... p. 10
- Mental Health Resources ..... p. 11
- Hybrid Learning Schedules ..... p. 12-13
- Full Distance Learning Schedules..... p. 14-20
- Reference Guides for Students ..... p. 21-28
  - RGS#1 – Logging into Microsoft 365 (Computer)
  - RGS#2 – Logging into Microsoft 365 (Mobile)
  - RGS#3 – Organization of Microsoft Teams
  - RGS#4 – Assignments in Microsoft Teams
  - RGS#5 – Seeing your Grades in Microsoft Teams
  - RGS#6 – Communication in Microsoft Teams
- Reference Guides for Parents..... p. 29-35
  - RGP#1 – What does my student need to sign into Office 365?
  - RGP#2 – How will my student communicate with their teachers and classmates?
  - RGP#3 – How is my student’s communication and activity monitored in Teams?
  - RGP#4 – Is Teams simply a chat app, or can my student study, work, and complete assessments there as well?
  - RGP#5 – How does my student turn in assignments using Teams?
  - RGP#6 – Can they check their grades in Teams?

## **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**

<b>School</b>	<b>Principal</b>	<b>Phone</b>
79th Street Elementar	Sheila Smith	716-278-7900
Harry F. Abate Elementary	Lynne Tompkins	716-278-7960
Cataract Elementary	Jeff Showers	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	Maria Chille-Zafuto	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**

<b>Hybrid Learning Model</b>	<p>Attendance is taken by teachers in traditional manner when students are in school (assigned days of the week)</p> <p>Wednesdays (synchronous instruction):</p> <ul style="list-style-type: none"><li>• Students who participate in the live virtual sessions are marked present for the day</li></ul> <p>Asynchronous instructional days (Mon./Tues. or Thurs./Fri.)</p> <ul style="list-style-type: none"><li>• Students learning asynchronously from home are marked present in PowerTeacher on their designated days.</li><li>• Teachers will reconcile attendance on Monday for the Gold hybrid instructional group and Wednesdays for the Blue hybrid instructional group.</li><li>• 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.</li></ul>
<b>Full Distance Learning Model</b>	<p>Teachers will record daily attendance at the end of the day based on the students that were present during synchronous lessons.</p> <p>Exploratory teachers will record attendance at the end of the week based on students' participation in synchronous and asynchronous lessons.</p>
<b>Attendance Teams</b>	<p>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.</p>

## Methods of Instruction

<b>Synchronous Instruction</b>	<b>Asynchronous Instruction</b>
<ul style="list-style-type: none"><li>• Students will meet <i>virtually</i> with teachers who will provide real-time instruction.</li><li>• Students and teachers meet at a specific time, based on the academic schedule provided.</li><li>• Teachers will utilize the <i>Meet Now</i> function in Microsoft Teams to provide instruction to students.</li><li>• 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</li></ul>	<ul style="list-style-type: none"><li>• Teachers will post lessons/resources for students to access and complete on their own time</li><li>• All lessons/resources will be posted on the teachers Microsoft Team for that course</li><li>• Students will be given a time frame during which they need to complete the assigned work</li><li>• Students must complete exit 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.</li></ul>

***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 returned 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															
		REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION				ADDITIONAL RESOURCES									
GRADE	SUBJECT	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	X	X	X	X
	MATH	X						X	X						
	SCIENCE	X						X	X						
	SOCIAL STUDIES	X						X	X						

TECHNOLOGY RESOURCES FOR GRADES K-2															
		REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES								
GRADE	SUBJECT	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	X	X	X	X
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						
1ST GRADE	ELA	X	X	X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						
2ND GRADE	ELA	X	X	X		X	X	X	X	X	X	X	X	X	X
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						

TECHNOLOGY RESOURCES FOR GRADES 3-5															
		REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES								
GRADE	SUBJECT	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	X	X	X	X	
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						
4TH GRADE	ELA	X	X	X		X	X	X	X	X	X	X	X	X	
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						
5TH GRADE	ELA	X	X	X		X	X	X	X	X	X	X	X	X	
	MATH	X	X		X	X			X						
	SCIENCE	X	X						X						
	SOCIAL STUDIES	X	X						X						

## Approved Online Resources - Continued

TECHNOLOGY RESOURCES FOR GRADES 6-8																				
		REQUIRED CORE RESOURCES FOR SYNCHRONOUS INSTRUCTION					ADDITIONAL RESOURCES													
GRADE	SUBJECT	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		X		X
	SCIENCE	X	X						X		X				X	X		X		X
	SOCIAL STUDIES	X	X						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		X		X
	SCIENCE	X	X						X		X				X	X		X		X
	SOCIAL STUDIES	X	X						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		X		X
	SCIENCE	X	X						X		X				X	X		X		X
	SOCIAL STUDIES	X	X						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.

## **Links to Hybrid Schedules**

- [Elementary \(K-6\)](#)

## **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 at the links below.

## **Links to Full Distance Learning Schedules**

- [Kindergarten](#)
- [Grade 1](#)
- [Grade 2](#)
- [Grade 3](#)
- [Grade 4](#)
- [Grade 5](#)
- [Grade 6](#)



## **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.

- 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.

## **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 through 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**

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

**Hybrid Learning Schedules – Elementary**  
**Grades 3-6**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<u>Blue</u> At school for in person instruction	<u>Blue</u> At school for in person instruction	Professional Development (8:45 -9:30) <i>As needed, may vary by grade level</i>	<u>Blue</u> At home logging onto computer for asynchronous instruction	<u>Blue</u> At home logging onto computer for asynchronous instruction
		Planning (9:30 – 10:30)		
		Office Hours (10:30 -11:00)		
		Lunch (11:00-11:30)		
<u>Gold</u> At home logging onto computer for asynchronous instruction	<u>Gold</u> At home logging onto computer for asynchronous instruction	ELA (11:30-12:20)	<u>Gold</u> At school for in person instruction	<u>Gold</u> 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
<p style="text-align: center;"><b>Synchronous Learning:</b></p> <p style="text-align: center;">Students and teachers meet at the assigned times</p> <p style="text-align: center;"><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p style="text-align: center;"><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p style="text-align: center;">Students are welcome to join both for additional support and reinforcement.</p> <p style="text-align: center;">Teachers are required to cover the same content in all session for each subject daily.</p> <p style="text-align: center;">If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:05	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:50	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	9:55-10:10	Art #1		Music #1		PE #1
	10:15-10:50	Math #1	Math #1	Math #1	Math #1	Math #1
	10:55-11:10	Art #2		Music #2		PE #2
	11:15-11:45	Foundations #1	Foundations #1	Foundations #1	Foundations #1	Foundations #1
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:50	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	1:15-1:50	Math #2	Math #2	Math #2	Math #2	Math #2
	1:55-2:10	Art #3		Music #3		PE #3
	2:15-2:45	Foundations #2	Foundations #2	Planning	Foundations #2	Foundations #2
	2:50-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
	<p style="text-align: center;"><b>Asynchronous Learning</b></p> <p style="text-align: center;">Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies

## 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
<p style="text-align: center;"><b>Synchronous Learning:</b></p> <p style="text-align: center;">Students and teachers meet at the assigned times</p> <p style="text-align: center;"><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p style="text-align: center;"><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p style="text-align: center;">Students are welcome to join both for additional support and reinforcement.</p> <p style="text-align: center;">Teachers are required to cover the same content in all session for each subject daily.</p> <p style="text-align: center;">If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:05	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:50	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	9:55-10:10	Music #1		PE #1		Art #1
	10:15-10:50	Math #1	Math #1	Math #1	Math #1	Math #1
	10:55-11:10	Music #2		PE #2		Art #2
	11:15-11:45	Foundations #1	Foundations #1	Foundations #1	Foundations #1	Foundations #1
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:50	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	1:15-1:50	Math #2	Math #2	Math #2	Math #2	Math #2
	1:55-2:10	Music #3		PE #3		Art #3
	2:15-2:45	Foundations #2	Foundations #2	Planning	Foundations #2	Foundations #2
	2:50-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
	<p style="text-align: center;"><b>Asynchronous Learning</b></p> <p style="text-align: center;">Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies

## 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
<p style="text-align: center;"><b>Synchronous Learning:</b></p> <p style="text-align: center;">Students and teachers meet at the assigned times</p> <p style="text-align: center;"><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p style="text-align: center;"><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p style="text-align: center;">Students are welcome to join both for additional support and reinforcement.</p> <p style="text-align: center;">Teachers are required to cover the same content in all session for each subject daily.</p> <p style="text-align: center;">If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:05	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:15-9:50	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	9:55-10:10	PE #1		Art #1		Music #1
	10:15-10:50	Math #1	Math #1	Math #1	Math #1	Math #1
	10:55-11:10	PE #2		Art #2		Music #2
	11:15-11:45	Foundations #1	Foundations #1	Foundations #1	Foundations #1	Foundations #1
	11:45-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
	12:15-12:50	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	1:15-1:50	Math #2	Math #2	Math #2	Math #2	Math #2
	1:55-2:10	PE #3		Art #3		Music #3
	2:15-2:45	Foundations #2	Foundations #2	Planning	Foundations #2	Foundations #2
	2:50-3:10	Office Hours	Office Hours	Planning	Office Hours	Office Hours
	<p style="text-align: center;"><b>Asynchronous Learning</b></p> <p style="text-align: center;">Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies



## 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
<p><b>Synchronous Learning:</b></p> <p>Students and teachers meet at the assigned times</p> <p><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p>Students are welcome to join both for additional support and reinforcement.</p> <p>Teachers are required to cover the same content in all session for each subject daily.</p> <p>If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:30-10:15	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	10:20-10:40	Art #1	PE #1			Music #1
	10:45-11:30	Math #1	Math #1	Math #1	Math #1	Math #1
	11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
	12:00-12:45	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	12:50-1:10	Art #2	PE#2			Music #2
	1:15-2:00	Math #2	Math #2	Math #2	Math #2	Math #2
	2:20-2:40	Art #3	PE #3			Music #3
	2:40-3:10	Office Hours	Office Hours	Office Hours	Planning	Office Hours
<p><b>Asynchronous Learning</b></p> <p>Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies	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
<p><b>Synchronous Learning:</b></p> <p>Students and teachers meet at the assigned times</p> <p><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p>Students are welcome to join both for additional support and reinforcement.</p> <p>Teachers are required to cover the same content in all session for each subject daily.</p> <p>If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:30-10:15	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	10:20-10:40		Art #1		Music #1	PE #1
	10:45-11:30	Math #1	Math #1	Math #1	Math #1	Math #1
	11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
	12:00-12:45	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	12:50-1:10		Art #2		Music #2	PE#2
	1:15-2:00	Math #2	Math #2	Math #2	Math #2	Math #2
	2:20-2:40		Art #3		Music #3	PE #3
	2:40-3:10	Office Hours	Office Hours	Office Hours	Planning	Office Hours
<p><b>Asynchronous Learning</b></p> <p>Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies	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
<p><b>Synchronous Learning:</b></p> <p>Students and teachers meet at the assigned times</p> <p><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p>Students are welcome to join both for additional support and reinforcement.</p> <p>Teachers are required to cover the same content in all session for each subject daily.</p> <p>If no students log on for a specific session, that session is to become office hours and the teacher should be available throughout the assigned time.</p>	8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:30-10:15	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	10:20-10:40	Music #1			PE #1	Art #1
	10:45-11:30	Math #1	Math #1	Math #1	Math #1	Math #1
	11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
	12:00-12:45	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	12:50-1:10	Music #2			PE#2	Art #2
	1:15-2:00	Math #2	Math #2	Math #2	Math #2	Math #2
	2:20-2:40	Music #3			PE #3	Art #3
	2:40-3:10	Office Hours	Office Hours	Office Hours	Planning	Office Hours
<p><b>Asynchronous Learning</b></p> <p>Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies	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
<p><b>Synchronous Learning:</b></p> <p>Students and teachers meet at the assigned times</p> <p><b>Students are required to attend at least once DAILY:</b>            ELA #1 ~OR~ ELA #2            Math #1 ~OR~ Math #2            Foundations #1 ~OR~ Foundations #2</p> <p><b>Students are required to attend at least once WEEKLY:</b>            Art, Music, PE: #1 ~OR~ #2 ~OR~ #3</p> <p>Students are welcome to join both for additional support and reinforcement.</p> <p>Teachers are required to cover the same content in all session for each subject daily.</p> <p>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.</p>	8:45-9:15	Office Hours	Office Hours	Office Hours	Office Hours	Office Hours
	9:30-10:15	ELA #1	ELA #1	ELA #1	ELA #1	ELA #1
	10:20-10:40	PE #1	Music #1		Art #1	
	10:45-11:30	Math #1	Math #1	Math #1	Math #1	Math #1
	11:30-12:00	Lunch	Lunch	Lunch	Lunch	Lunch
	12:00-12:45	ELA #2	ELA #2	ELA #2	ELA #2	ELA #2
	12:50-1:10	PE#2	Music #2		Art #2	
	1:15-2:00	Math #2	Math #2	Math #2	Math #2	Math #2
	2:20-2:40	PE #3	Music #3		Art #3	
	2:40-3:10	Office Hours	Office Hours	Office Hours	Planning	Office Hours
<p><b>Asynchronous Learning</b></p> <p>Teachers will post lessons/resources for students to access and complete on their own time</p>	Any free time throughout the day	Intervention ELA	Science	Intervention Math	Social Studies	Intervention ELA

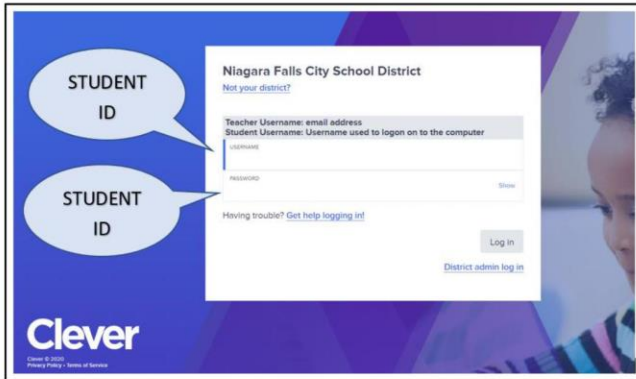
# Reference Guide for Students

## 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](http://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 

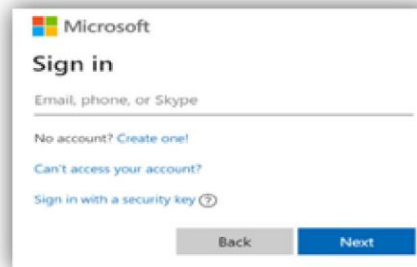
**Step 2:** Search for [www.office.com](http://www.office.com)



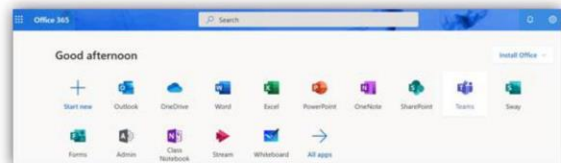
**Step 3:** Sign in with your school computer login and ADD @nfschools.net on the end – see below  
(Example [mpjones@nfschools.net](mailto:mpjones@nfschools.net))

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](mailto: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.

## Reference Guide for Students

### RGS#2 – Logging into Microsoft 365 (Mobile)

#### 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

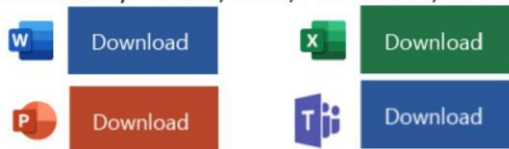


**Step 2:**

**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.



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



**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](mailto: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](mailto: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.



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



**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](mailto:mpjones@nfschools.net))

Your password is your computer password you use at school.

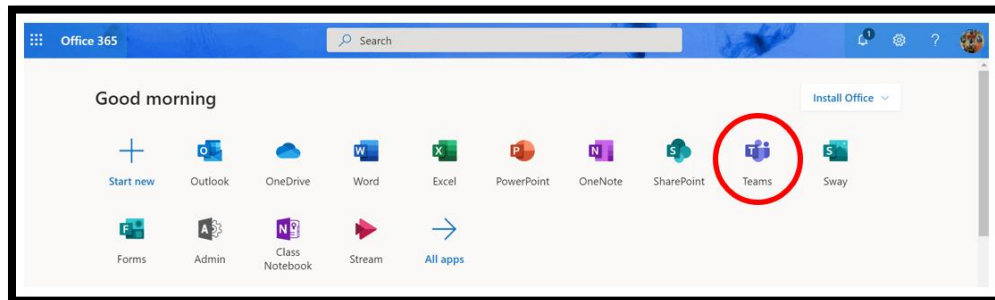
If your username or password does not work, please reach out to: [mcacciatore@nfschools.net](mailto:mcacciatore@nfschools.net)

**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.

## Reference Guide for Students

### RGS#3 – Organization of Microsoft Teams (1 of 2)

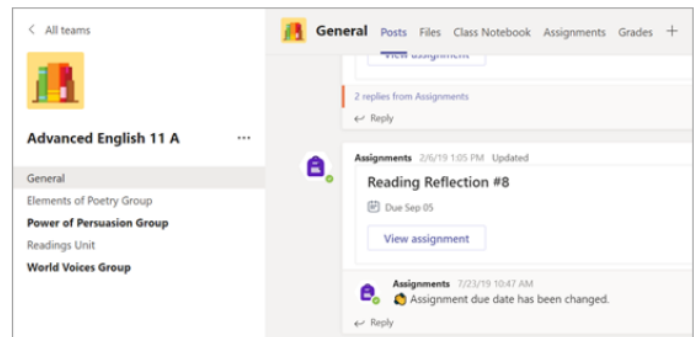
Using Microsoft Edge or the Google Chrome browser, log into your Office 365 account using your school computer login credentials. Then, select the Teams app - shown below



## 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.

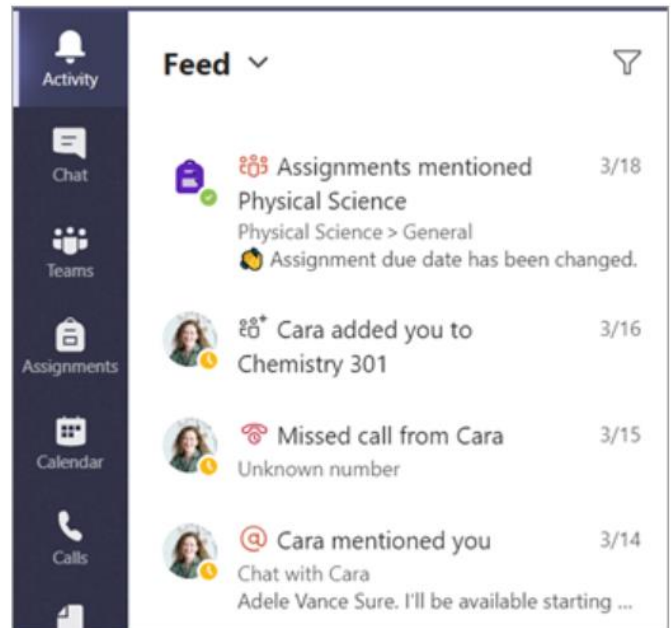


## Reference Guide for Students

### RGS#3 – Organization of Microsoft Teams Continued (2 of 2)

#### Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.



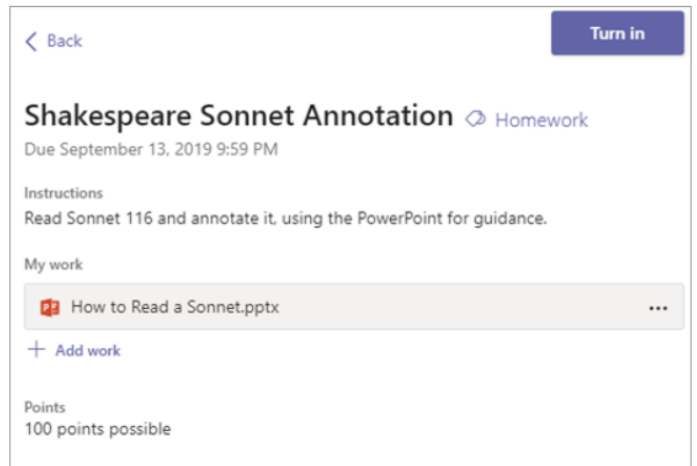
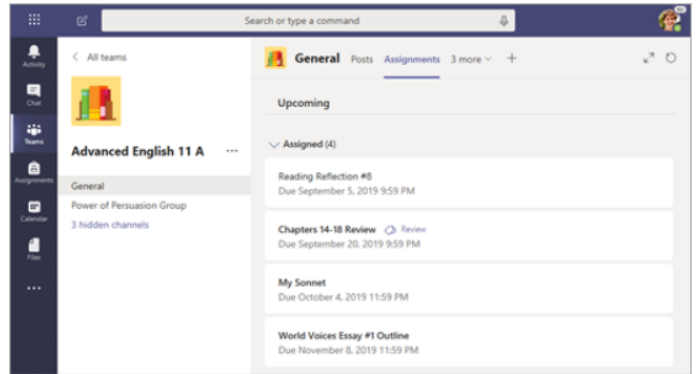


# Reference Guide for Students

## 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**.



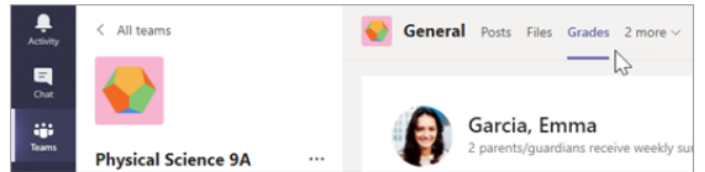
## Reference Guide for Students

### RGS#5 – Seeing your Grades in Microsoft Teams

#### 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.



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 <i>Extra credit!</i>
Dec 19, 2019	Review of Wave introduct...	Returned	26/30
Dec 19, 2019	Complete Wave Frequency	Returned	16/20

## Reference Guide for Students

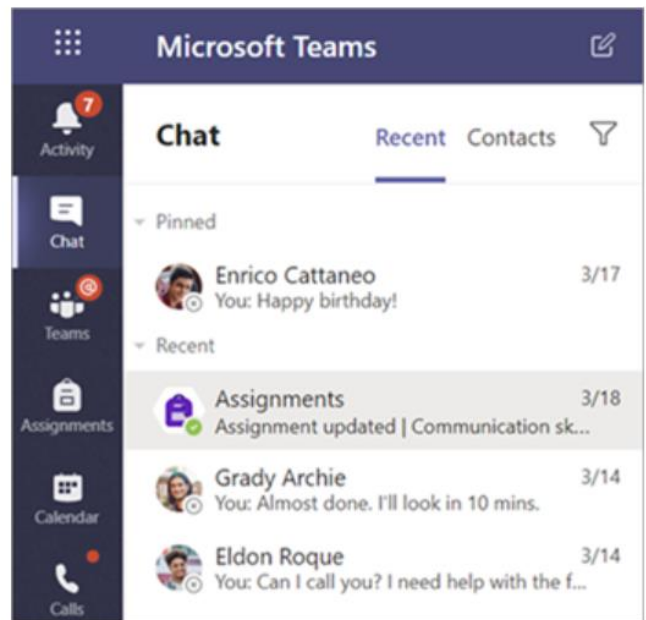
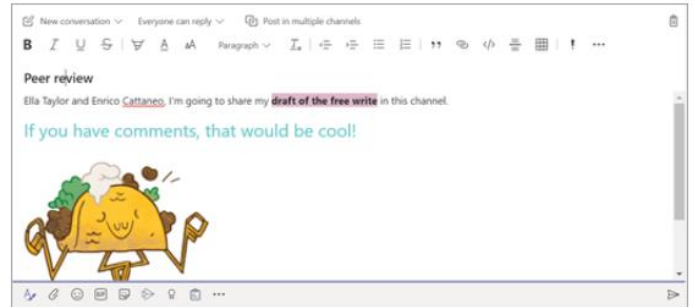
### RGS#6 – Communication in Microsoft Teams (1 of 2)

#### 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.




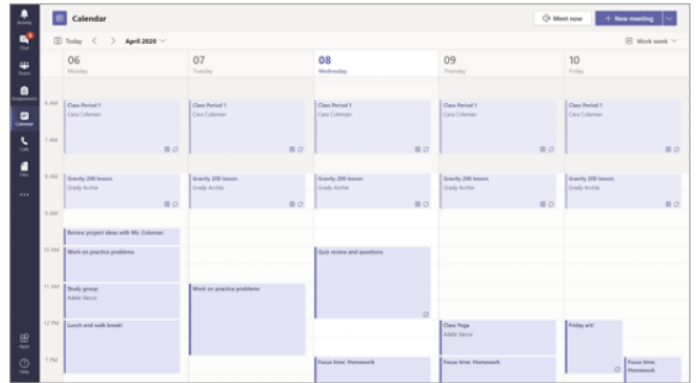
## Reference Guide for Students

### RGS#6 – Communication in Microsoft Teams Continued (2 of 2)


#### 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**.





Use the toolbar during the meeting:

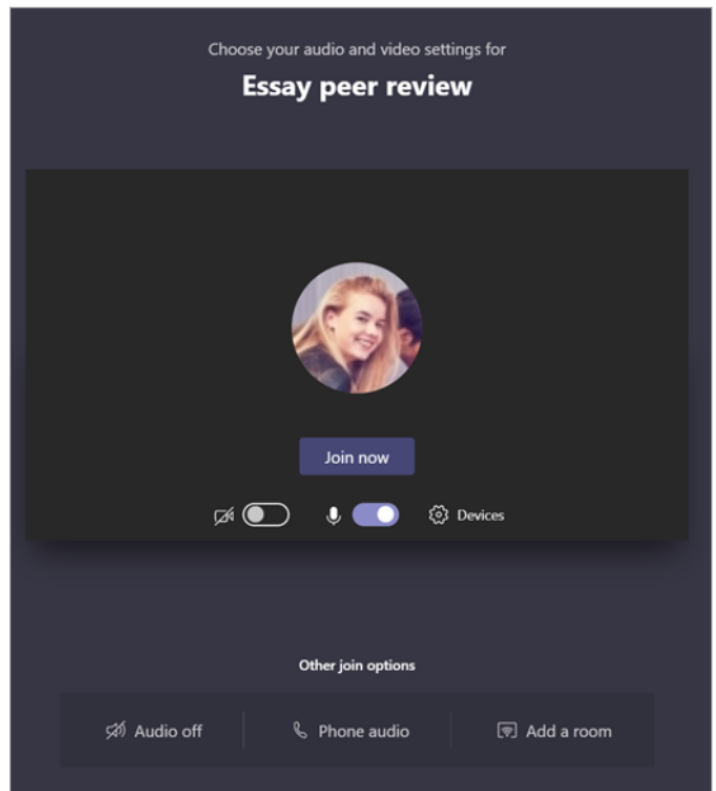
Turn your video on  and off .

Mute  and unmute  your microphone.

Share your screen or a document .

Participate in the meeting chat .

See who's in the meeting .




# Reference Guide for Parents

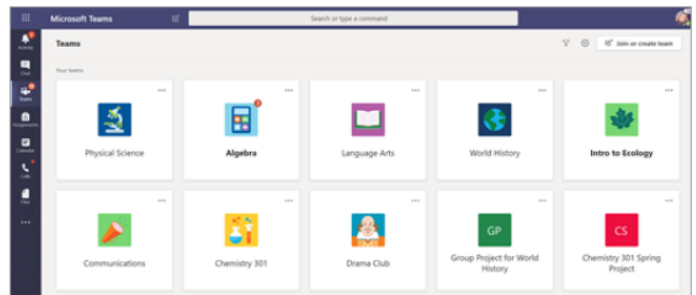
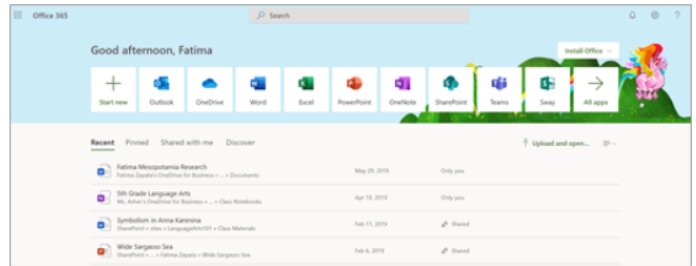
## RGP#1 – What does my student need to sign in to Office 365?

Your student’s learning can happen anywhere with our Office 365 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](https://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.



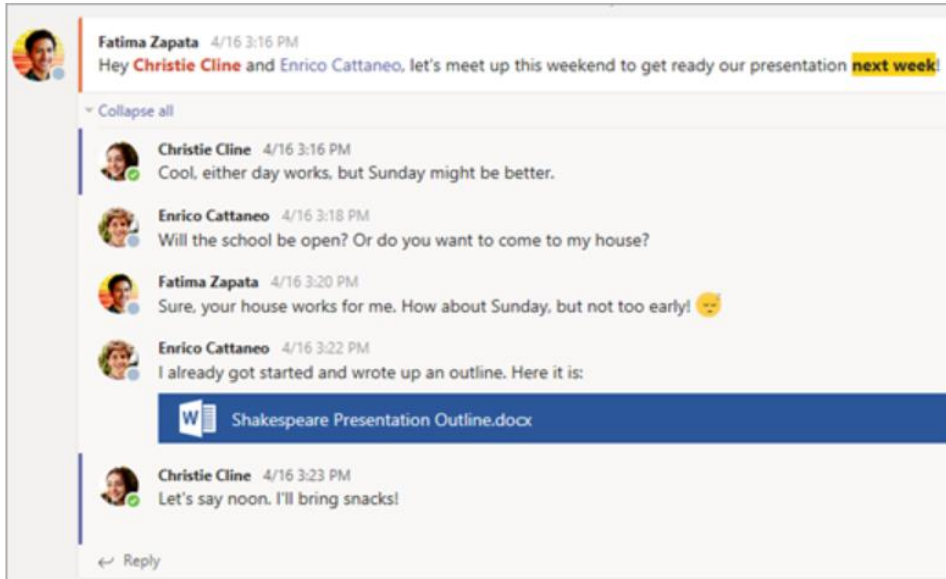
Please go to <https://bit.ly/officeintro> to watch a 2 minute overview video of Teams

## Reference Guide for Parents

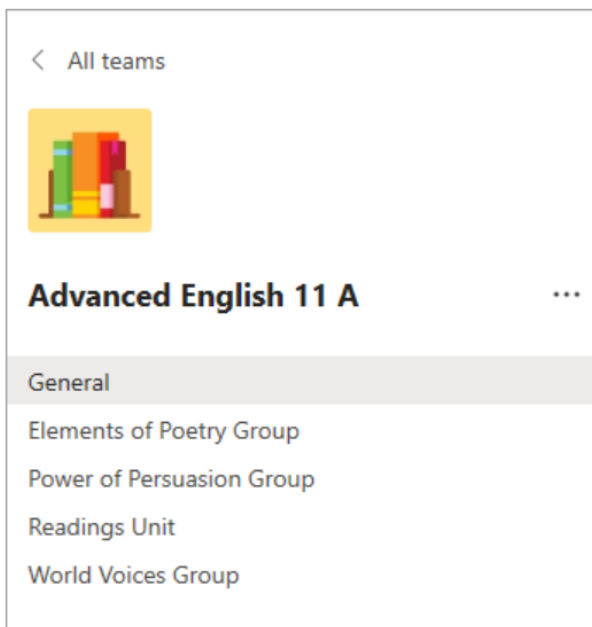
### RGP#2 – How will my student communicate with their teachers and classmates?

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.

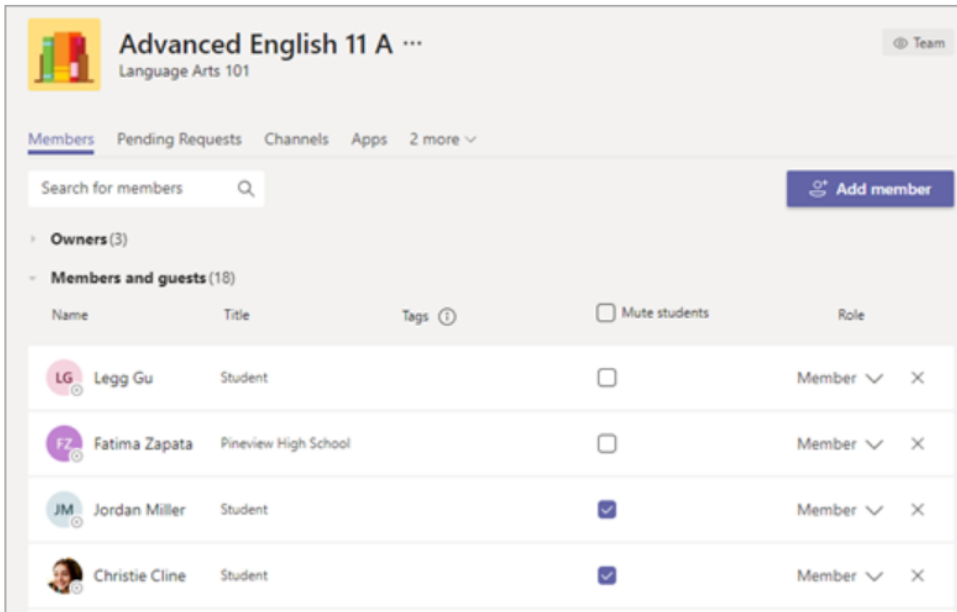


## Reference Guide for Parents

### 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.

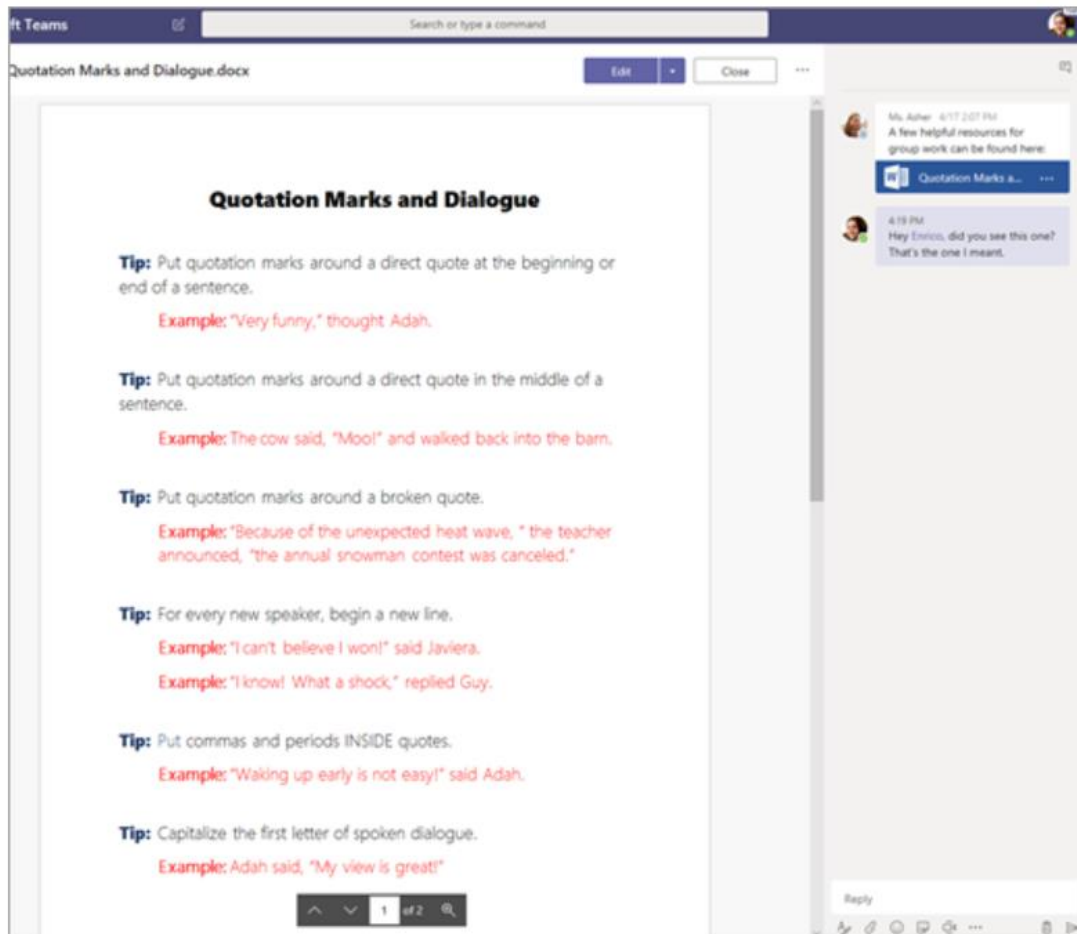
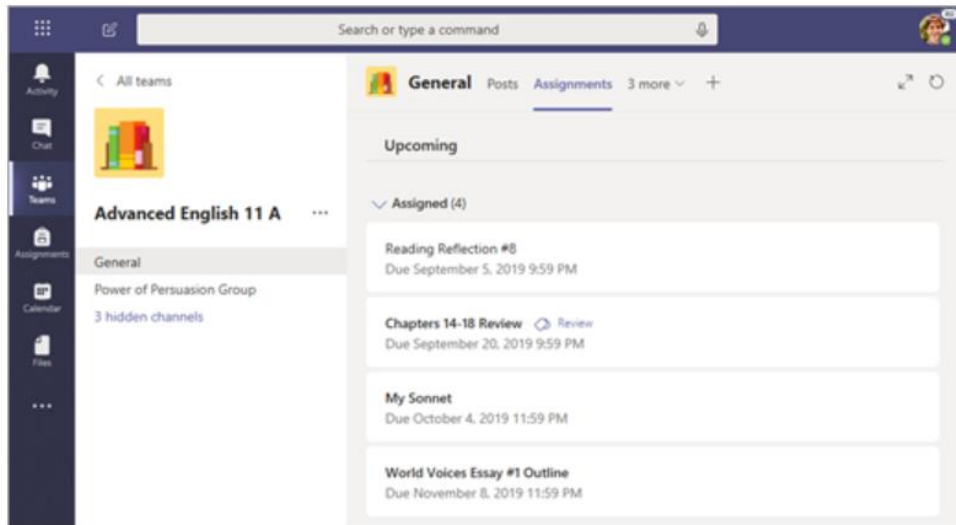


## Reference Guide for Parents

### RGP#4 – Is Teams simply a chat app, or can my student study, work, and complete assessments there as well? (1 of 2)

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](#).

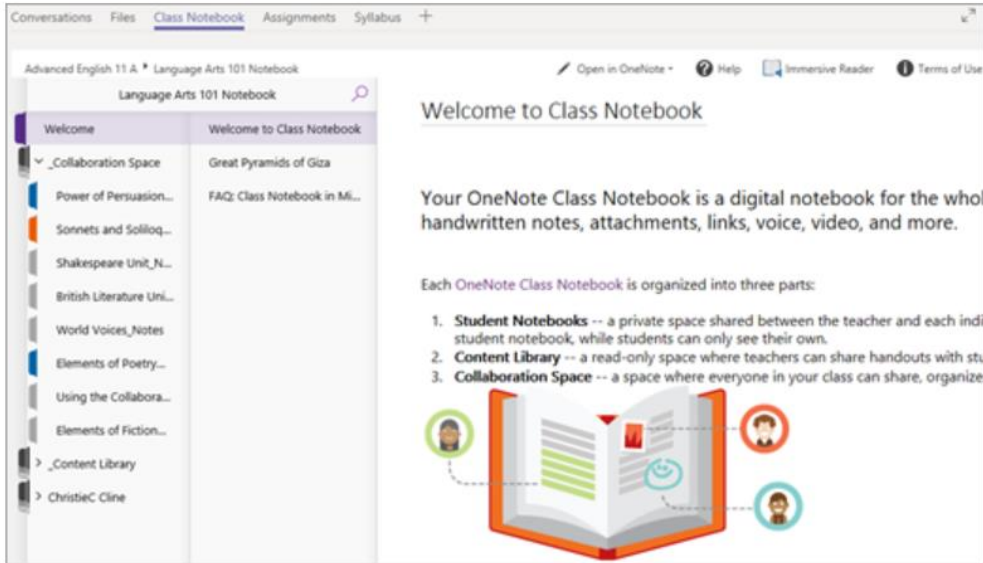




## Reference Guide for Parents

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!



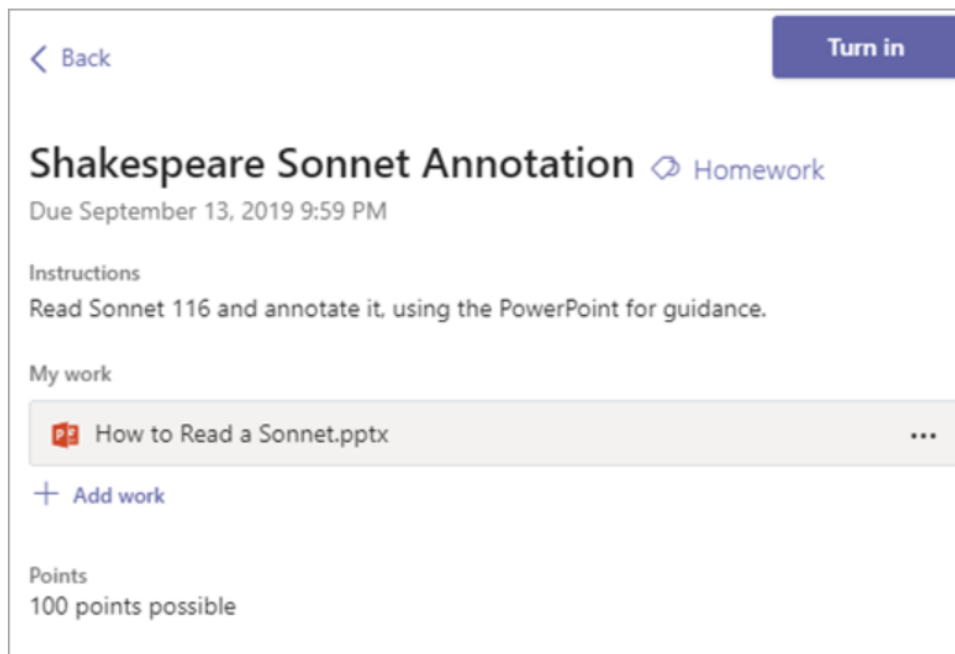
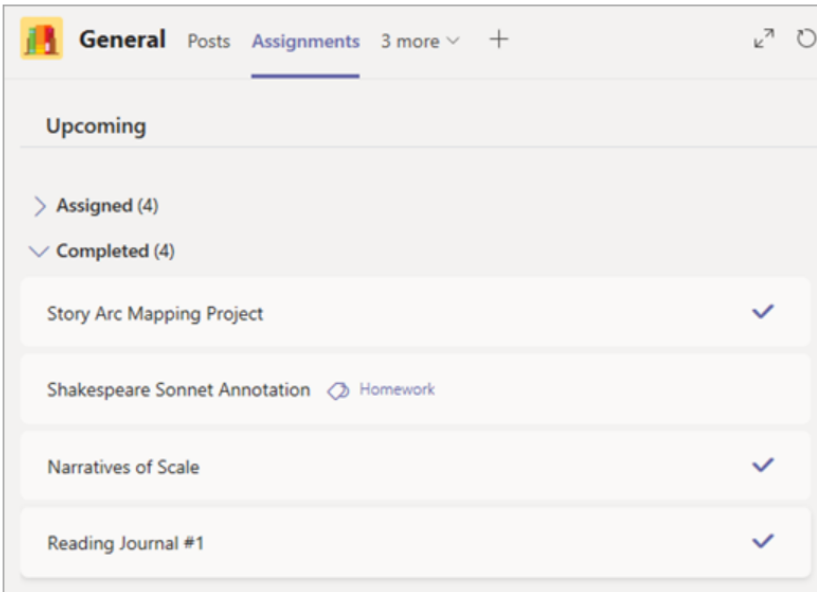
Students can find both **Assignments** and **Class Notebook** as tabs in the **General** channel of each of their class teams.

## Reference Guide for Parents

### RGP#5 – How does my student turn in assignments using 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.

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 <i>Extra credit!</i>