



PARENTS	STUDENTS
<ul style="list-style-type: none"> ● Read with your student each night (in any language)! ● Check Seesaw announcements and weekly newsletters regularly ● Ensure that your child logs into live classes <u>on time</u> on Zoom and follows their schedule (to the best of your abilities) ● Ensure that your child logs in to Zearn (math) and RAZ Kids or Lexia (reading) at home (to the best of your abilities) ● Establish “school” routines and spaces that support student learning at home ● Inform the child’s teacher if they have any issues with technology (school computers or internet) or completing assignments ● Inform the child’s teacher if they need materials for classes (notebooks, pencils, art supplies, etc) ● Communicate any planned absences ahead of time. Parents or caregivers must notify the school by 9:00am that they will be absent, and why. <ul style="list-style-type: none"> - K-2 Parents should reach out directly to their child’s teacher - 3-6 Parents should reach out directly to their child’s advisory teacher ● Ensure that teachers and Ms. Cindy have your most up to date contact information (address, email, and phone number) 	<p style="text-align: center;">*All students are expected to log in to live teaching and complete work each day in order to be marked present*</p> <ul style="list-style-type: none"> ● Log into Morning Meetings at 8:30 each day ● Follow your schedule to log into live teaching on time ● Log into teacher office hours or small group instruction (as requested by teachers) ● Arrive to all live teaching classes with necessary materials ● Participate in live teaching using chat/polling features, Nearpod, unmuting to respond orally, etc ● Respond to practice questions at end of lesson ● Submitting assignments upon completion of learning activities (ie: Exit Tickets, Video Recordings, Audio Recordings, Portfolios, Projects, etc) ● Log into SeeSaw, Zearn, and RAZ-Kids or Lexia to complete homework ● Revise any Seesaw assignment that a teacher sends back to you (in your “Messages”) ● Utilize alternate communication structures to participate in learning activities (ie: Phone calls, FaceTime, etc) ● Participate in required student services such as guidance, counseling, psych services, speech, audiology, etc.



TEACHERS Kindergarten-6th grade, Art, Gym, Community Circle, SEL	SPECIALIZED SERVICES: Case Managers & Seedlings	SPECIALIZED SERVICES: Social Workers	SPECIALIZED SERVICES: ELL Teacher
<ul style="list-style-type: none"> ● Post correct lesson links in grade level SeeSaw and for next class in Zoom Chat ● Start each lesson on time and end lessons 3(2) minutes early to allow for student transitions ● Follow predetermined class schedule - teaching predetermined content ● Dress professionally and refrain from eating or moving spaces to minimum distractions ● Set and share material expectations ● Create opportunities for all students to access and deeply engage with content throughout lesson ● Build community with students through Morning Meeting, Community Circle, SEL, Office Hours/Small Group/Tutoring, and Advisory ● Attend weekly grade team meetings on Wednesdays ● Continually uphold classroom norms and reinforce through Kickboard ● Utilize mute function with students as needed ● Redirect students who use the chat box inappropriately ● Return assignments and assessments to students with grades and feedback ● Update and enter grades each week ● Submit lesson plans/student materials by 4:00PM Wednesday night ● Track daily attendance each day for the day prior ● Call/text/email home weekly (daily if necessary) to provide updates to families about access (live class 	<ul style="list-style-type: none"> ● Start each lesson on time and end lessons 3(2) minutes early to allow for student transitions ● Follow predetermined class schedule - ● Create opportunities for all students to access and deeply engage with content throughout lesson ● Build community with students through Morning Meeting, Community Circle, SEL, & Office Hours/Small Group/Tutoring. ● Attend weekly grade team meetings on Wednesdays ● Continually uphold classroom norms and reinforce through Kickboard ● Utilize mute function with students as needed ● Return assignments and assessments to students with grades and necessary feedback ● Email grades teachers by Thursday weekly email case management update to appropriate staff weekly ● Provide daily attendance updates to teachers as necessary each day for the day prior call/text/email home weekly to provide updates to families about access/engagement/progress/performance ● Complete all necessary case manage paperwork, file electronically on PowerSchool and in a hard file in the building. ● Communicate and collaborate with staff across all departments, and specified grade levels. 	<ul style="list-style-type: none"> ● Follow predetermined 1:1 and group counseling schedule - teaching predetermined content ● Build community with students through Morning Meeting, Community Circle, SEL, Office Hours/Small Group/Tutoring ● Attend weekly grade team meetings on Wednesdays ● Utilize mute function with students as needed ● Redirect students who use the chat box inappropriately ● Create and support staff with monthly newsletter ● Create and support teachers with the implementation and tracking of career readiness standards ● Manage and support with Truancy protocols and referrals ● Communicate and collaborate with staff across all departments, and specified grade levels. ● Document all parent communication in a communication log. ● Provide support and guidance on best practices for students with differing needs. ● Connect families and students to community resources ● Follow all confidentiality requirements ● Support teaching in SEL classrooms and each lesson around specific remote learning SEL topics 	<ul style="list-style-type: none"> ● Start each lesson on time and end lessons 3(2) minutes early to allow for student transitions ● Follow predetermined class schedule ● Continually uphold classroom norms ● Utilize mute function with students as needed ● Monitor student academic, social/emotional, and language development per job relation ● Create opportunities for all students to access and deeply engage with content throughout lesson (regardless of English Proficiency) ● Call/text/email home weekly to provide updates to families about access, engagement, progress, and/or performance ● Connect families and students to community resources ● Attend weekly grade team meetings on Wednesdays ● Share grades with teachers by Thursday ● Email ELL weekly case management update to all staff ● Provide support and guidance on best practices for student language development and supporting students of various cultures ● Complete all necessary ELL compliance paperwork ● Communicate and collaborate with staff across all departments and specified grade levels.



TEACHERS Kindergarten-6th grade, Art, Gym, Community Circle, SEL (cont.)	SPECIALIZED SERVICES: Case Managers & Seedlings (cont.)	SPECIALIZED SERVICES: Social Workers (cont.)	SPECIALIZED SERVICES: ELL Teacher (cont.)
<ul style="list-style-type: none"> attendance), engagement (assignment completion) progress, and performance 	<ul style="list-style-type: none"> Document all parent communication Provide support and guidance on best practices for students with differing needs. Monitor student academic, social/emotional, and language development per job relation. Follow all confidentiality requirements Provide quarterly student progress updates. 	<ul style="list-style-type: none"> Case manage students with attendance challenges and create attendance plans Conduct classroom observations and be responsive to teacher observation requests 	<ul style="list-style-type: none"> Support with ELL reporting documents to COO Administer appropriate WIDA assessments. Follow all confidentiality requirements

Small Groups, Tutoring and Office Hours

Small groups - (in grades K, 1, and 2) or “tutoring” (all grades with special education or ELL teachers) are scheduled times for a student to get extra help in a smaller group or by themselves. Teachers will ask your child to come at the same day and time each week. The group work may focus on reading, math, or speaking English. Not all students will be required to attend small groups or tutoring.

Office hours - (in grades 3, 4, 5, and 6) are also times when a student can receive extra help. However, students will not always need to attend. Students only need to attend office hours if the teacher requests that they attend, or if the student decides that they would like more assistance.

In person support

- Monday—Building open 9:00-3:00. Food pick up for interested families
- Tuesday—Building open 9:00-3:00. Tech support available.
- Wednesday—Building open 9:00-3:00. Food pick up (depending on inventory). Nurse visits (by appointment only). Special Education testing (by appointment only).
- Thursday—Building open 9:00-3:00. Tech support available.
- Friday—Building closed with the exception of Special Education testing (by appointment only).