Elementary Handbook
Remote Learning Edition

Merino K-6

Merino...
Building tomorrow's leaders today!

What is the purpose of remote learning?

- *Remote Learning days are about:*
  - *extending learning outside of the school building and not stopping instruction.*
  - *continuing to support the social-emotional well-being of our students'*
  - *continuous development of a program that showcases a seamless flow between classroom learning and remote learning*

What can I do to make sure my student is successful during remote learning days?

- *Maintain frequent communication with your child's classroom teacher as to instances or routines that may affect his/her learning. We are here to help!*

  Please share with your child's teacher:
  - *A current email address and phone number to best reach parents/guardians (please remember to notify us if your information changes)*
  - *Changes in schedule*
  - *If the child will spend the day with a care provider, please consider providing contact information with permission to contact if the care provider is assisting with remote learning*
  - *Activities/lessons that are taking significantly longer than advised by the teacher*
  - *Technology availability*
  - *Internet access*
  - *Attendance*
- *Ensure your child has a designated table/desk space for learning, and a consistent work time routine each day.*
- *Learn how to navigate Google Classroom, G-Suite, and Edmentum.*
- *Make a weekly plan for learning and check in with your child daily to ensure his/her daily goals have been met.*
- *Follow the chain of command for communication as outlined in the Student/Parent Handbook.*

How will my student get the remote learning assignments needed to complete at home?
- *Assignments will be posted to Google Classroom. The teacher posted assignments will be the only assignments graded and posted in PowerSchool.*
- *A weekly overview of lessons for students and parents to access will be posted in Google Classroom*

If my child qualifies for academic assistance how will this be done?
- *Elementary students that are receiving Title I and Special Ed services will continue to have access to supplementary support. Elementary service teachers and paraprofessionals will be accessible via email and Google Meet. They will reach out to the students that they serve to provide additional support.*
- *Elementary service teachers and paraprofessionals will assist classroom teachers in meeting the needs of students with individualized learning plans.*

How can parents and students access the teacher during remote learning days?
- *Regular school hours apply on remote learning days M-F.*
- *Teachers K-3 will be available for contact from parents M-F from 12:40 - 1:40 unless otherwise scheduled with the classroom teacher.*
- *Teachers 4-6 will be available for contact from parents M-F from 10:30 - 12:00 unless otherwise scheduled with the classroom teacher.*
- *Teachers can also be reached through Remind text or email. Parents and students can expect a response within 24 hours M-F.*
- *Teachers will be available outside of school hours upon appointment.*

How long does my student have to complete assignments on remote learning days?
- *Student work is required to be completed and submitted at the direction of the teacher. All work must be turned in on the date it is due. Late work is subject to penalties as outlined by the classroom teacher's classroom policies.*
- *If a student is absent on a remote learning day, he/she will have 2 days to make up the work as is the regular policy.*

What is my student's responsibility during remote learning days?

- *Students are expected to complete the lesson(s) by the due date or as assigned by their teachers on a daily basis.*
- *Students should seek clarification and guidance from teachers as needed.*
- *All work turned in must be the student's best work using Merino Elementary Work Quality Success Criteria as outlined in the Student/Parent Handbook.*
- *Students will follow the Code of Conduct as outlined in the Student/Parent Handbook.*
- *Check in to Google Classroom daily to record attendance.*

What does attendance look like during remote learning?

- *Attendance will be taken twice daily. Your child is required to check in once daily.*
    - *If your circumstances warrant alternate attendance arrangements, please contact the teacher.*
    - ***AM Attendance***
      Your child must log in to Google Classroom by 10:00 AM to verify morning attendance. Teachers will submit AM attendance into PowerSchool by 10:30 AM daily. Parents must contact the child's teacher if an absence is anticipated or occurs.
    - ***PM Attendance***
      Your child must log-in to Google Classroom by 1:00 PM to verify afternoon attendance. Teachers will submit PM attendance into PowerSchool by 1:30 PM daily. Parents must contact the child's teacher if an absence is anticipated or occurs.
- *If a student is absent on a remote learning day, he/she will have 2 days to make up the work as defined in the district attendance policy.*
- *If a student is absent for two days with no communication from a parent, the teacher will make two attempts to contact the family before deferring to the administration to initiate a response.*

What is the code of conduct on remote learning days?

- *All of the regular school day code of conduct regulations apply. Refer to the Elementary Handbook in its entirety to see those.*
- *In addition, students must:*
    - *Adhere to rules concerning the use of the school's electronic devices and school assigned Google accounts.*
    - *Refer to each teacher's handbook to find further code of conduct information for each individual classroom.*

Google Meets Norms for Students

- **Enter the meeting promptly with audio muted.**
- **Keep the audio muted until it is your turn to participate.**
- **Dress in school appropriate attire.**
- **Attend the meeting at your home workspace as free from distractions as possible.**
- **Make sure you have enough space for all your materials to comfortably work and participate.**
- **Come to the meeting prepared with all of the materials you need for the meeting: books, pencil, notebook, device, etc.**
- **Stay focused on the objectives of the meeting.**
- **Speak clearly and in a controlled voice that everyone can hear and understand.**
- **Wait your turn to share in the discussion or lesson.**
- **Actively listen and participate in the lesson and discussion.**
- **Give your best effort online just as you would in school.**
- **Only accept Google Meet invites from your teacher(s); do not create your own meetings.**

Google Meets Norms for Teachers

- **Start the meeting promptly and greet students as you would when they're entering the classroom.**
- **Dress in school appropriate attire.**
- **Facilitate the meeting in a space that is free from distractions with enough space to comfortably work in.**
- **Come to the meeting prepared with all of your materials.**
- **Clearly define the Learning Intentions/Purpose of the meeting.**
- **Clearly define whether students should have their video muted or active.**
- **Stay focused on the objectives of the meeting.**

- **Speak clearly and in a controlled voice that everyone can understand.**
- **Facilitate engagement and interaction between students through meaningful learning opportunities.**
- **Create Google Meet invites or schedule meetings at least a week prior to the meeting date.**
- **Provide closure at the end of the meeting.**

What can I expect from my child's teacher during remote learning?

- *Teachers will enter grades into PowerSchool weekly.*
- *The teacher posted assignments will be the only assignments graded and posted in PowerSchool.*
- *Parents and students will have access to learning session recordings.*
- *Teachers will provide parents a weekly overview of lessons on Monday of each week.*
- *Teachers will monitor student progress daily and provide feedback for the student at least weekly. This feedback may come in the form of a message to the student, Google Meeting, comments on assignments, emails, chats, etc.*
- *Teachers will facilitate opportunities for students to engage with each other, the teacher, and/or curriculum and instruction via Google Meet such as whole class meetings, small group meetings, and individual meetings.*
- *Teachers will provide accommodations and modifications as defined within a student's formally identified individualized learning plan.*
- *All assignments posted in Google Classroom for each subject area are required and must be completed. Additional learning opportunities will be housed under an enrichment label.*

What can I expect from my school's principal?

- *Support the expectations set forth for students, teachers, and parents*
- *Assist teachers in communicating with parents*
- *Assist parents in communicating with teachers*
- *Assist students with learning needs*

How will my child be graded?

- *Please refer to the grade scale provided in the Student/Parent Handbook. In order to keep things consistent, this is the same scale that will be used during remote learning.*
- *The teacher posted assignments will be the only assignments graded and posted in PowerSchool.*
- *Grading will mirror the criteria teachers use in the regular classroom on any given day to grade assignments. This could include, but is not limited to:*

  - *Success Criteria*
  - *Quality of Work*
  - *Completion of Teacher Generated Assignments*
  - *Timelines of Completion (turning assignments in on time)*

  - *Time on task*
  - *Accuracy*
  - *Rubrics*
  - *Following Directions*

District and classroom provided technology (Chromebooks, Google Accounts, Kindles, etc.) should be used for educational purposes only.

- *Technology transmissions are monitored by the district to ensure appropriate use. This means that administrators and teachers may check students' emails and will be alerted to any inappropriate content.*
- *All school-issued Google accounts and its'/their contents are property of the district.*
- *Students may not access or use another student's school-assigned google account or student access accounts.*
- *Students should protect their passwords at all times. Any suspected breach of a student's school-assigned accounts should be reported to the teacher immediately.*

Importance of Routine

Good routines are important for everyone, but especially for young children. It's important that, during this remote learning period, students continue to get ample rest, exercise, hydration and good nutrition. It's also important that they continue to maintain good hygiene by keeping up with bathing routines, brushing teeth, and other personal health care routines. Children are encouraged to take brain breaks throughout the learning period as needed. Sample schedules are available upon request from the child's teacher.

What is the district doing to ensure my child is safe while online during remote learning?

Buffalo School District monitors students' online activities through GoGuardian and Bark for Schools. This software is available on all district-issued Chromebooks. If students use their own devices, Bark for Schools will still monitor our students' district-issued Google Accounts.

How to Communicate with School Staff

We recognize the importance of communication and value the input and partnership of our parents and community. Many questions can be answered and concerns or issues resolved quickly with direct communication with the educator in charge of the class or program. In order to create a positive chain of communication and avoid frustration for all parties, please adhere to the following protocol.

Each situation should be first addressed in the setting in which it occurred and almost always will start with the classroom teacher.

Situations involving Curriculum/Instruction:
- Classroom Teacher
- Principal
- Superintendent
- Board of Education

Situations involving Special Education:
- Classroom Teacher
- Special Education Coordinator or Specialist
- Principal
- Superintendent
- Board of Education

Situations involving Student Behavior/Discipline:
- Classroom Teacher
- Mental Health Specialist (If Involved)
- Principal
- Superintendent
- Board of Education

Situations involving Transportation
- Bus Driver
- Principal
- Transportation Director/Superintendent
- Board of Education

Situations involving Food Service
- Principal
- Food Service Director
- Superintendent
- Board of Education

Merino Elementary
Student Pledge for Electronic Device Use

I understand, and pledge, that:

- ❏ I will take good care of my electronic device provided to me

- ❏ I will always secure or have my electronic device in my possession

- ❏ I will recognize that the electronic device is for my use only

- ❏ I will charge my electronic device battery daily

- ❏ I will keep food and beverages away from my electronic device since they may cause damage to the device

- ❏ I will not disassemble any part of my electronic device or attempt any repairs or modifications

- ❏ I will use my electronic device in ways that are appropriate, meet school expectations

- ❏ I will not place decorations (such as stickers, markers, etc.) on the electronic device

- ❏ I will not deface the serial number

- ❏ I understand that my Electronic Device is subject to inspection at any time without notice and remains the property of the District

- ❏ I will follow the policies outlined in this regulation while at school, as well as outside the school day

- ❏ I agree to immediately notify the school upon the occurrence of any loss to, damage to, or malfunctioning of any part of the mobile device for any reason

- ❏ I agree to return the mobile devices and chargers on a specified date and in the same condition in which they were issued

*An Electronic Device is defined as a Chromebook, Kindle, and/or any other school or district-issued electronic device.

Acceptable Use Agreement – Electronic Devices

Accidents do happen. There is a difference, however, between an accident and negligence. The difference between an accident and negligence is a discipline issue, not a difference in financial consequences. Damages caused due to a student's failure to follow the guidelines set forth in this handbook will be deemed negligent.

While normal wear and tear will be taken into consideration, students who have mistreated the equipment will be subject to fines. Students will be issued financial obligations forms if a device does not meet administrative inspection standards. Replacement costs could be for but are not limited to: loss of the device, cracked screen, broken case enclosure, missing keys, missing or broken power charger, missing or broken power cord, etc.

By checking the first box and signing below, the student and the student's parent or guardian acknowledges and agrees to the terms of use set forth above. Additionally, the student and the student's parent or guardian agree that the student's use of the electronic device is a privilege and acknowledge the student's responsibility to protect and safeguard the electronic device and to return the same in good condition and repair.

_____I agree to the stipulations set forth in the above document including the Acceptable Use of Technology – Electronic Device Regulation and the Student Pledge for Electronic Device Use

_____ I wish to opt-out of using District issued electronic devices. I understand that my child will not have access to a District-owned electronic device at home. I will make alternate arrangements for my child to access, complete, and return digital assignments using all apps associated with Google Classroom ie. google meet, docs Gmail, sheets, slides, forms drawings, etc.. and will ensure access for my child to additional online programming as assigned.

Date: _____
Student Signature/ _____

Parent Signature/ _____