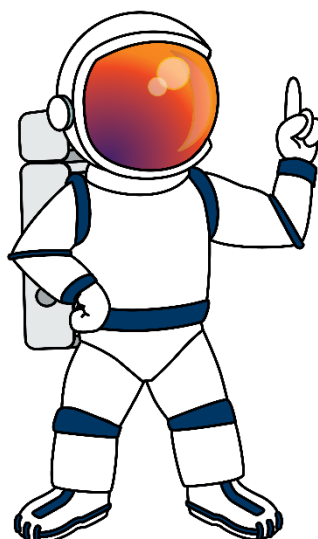


# Ulis Newton Elementary School

PARENT & STUDENT COPY

## Distance Learning Handbook

**2020/2021**



We are committed to making sure that students continue to experience the care and commitment of our faculty and the routine of daily learning. We must acknowledge that our approach to distance learning cannot replicate the magic that happens when school is in regular session (the invaluable social interactions and mediation, real-time, in-person feedback, community and extracurricular events, and so on). However, we do contend that quality learning can occur from a distance.

The purpose of this document is to describe the actions Newton staff will take to continue instruction during campus closure. Our Distance Learning Plan will include:

- Live Student-Teacher Contact Time
- Online Content Delivery
- Online Monitoring of Student Progress/Student Assessment

This Distance Learning Plan is intended to ensure that we continue to live our mission, vision, and strategic plan in order to prepare our students to respond to an ever-changing world. Our intention is to remain responsive, adaptive, personalized, and relationship based.

# Table of Contents

Technology Systems to Support Distance Learning .....	1
Guidelines for Parents to Support Distance Learning .....	2
Roles & Responsibilities During Distance Learning .....	4
Student Roles & Responsibilities .....	4
Parent/Guardian Roles & Responsibilities .....	4
Acceptable Use Policy .....	6
TERMS AND CONDITIONS.....	7
Links to Resources .....	11

## Technology Systems to Support Distance Learning

*How will Newton communicate with parents, students and faculty/staff?*

<b>Tool</b>	<b>Audience</b>	<b>Description &amp; Access</b>
Email	Faculty, Staff, Parents, Students	Email will be used for all major communications and announcements. Teachers will also use email to communicate, although they will use other platforms to interact with families as well.
Google G-Suite	Students	Google G-Suite (including Gmail, Docs, Classroom, etc.) will continue to be the platform used by teachers.
Google Meet	Students	Google Meet is an online video conferencing platform that allows for live group meetings, hosted by teachers.
Class Dojo	Faculty, Staff, Parents, Students	Class Dojo connects teachers, students and families through communication features, including photos and videos from the school day, and messaging that can be translated into more than 35 languages.
Parentlink	Parents	Parentlink allows school staff to quickly create and send messages anytime via phone call (land line or mobile), email, or text—or all three.
Canvas	Students	Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom.
Infinite Campus	Faculty, Staff, Parents	To help you more effectively monitor the progress of your child, the Clark County School District provides a web-based system. This system will provide detailed, real-time information, including: Calendar, Schedules, Attendance, Grades, Health (Immunizations Only), Assignments, Academic Planner, Academic Progress, Fees/Payments, To Do Lists, Reports, District/School Notices, Cafeteria Balance, School Meals Application.
Newton Website	General Public	Information can be found at: <a href="https://www.ulisnewton.com//">https://www.ulisnewton.com//</a>

# Guidelines for Parents to Support Distance Learning

## **#1 – Establish routines and expectations**

- Set regular hours for your child's schoolwork
  - Students should follow their regular schedule, if possible
  - Students should attend Google Meets as scheduled
- Keep normal bedtime routines
  - Don't let them stay up late and sleep in!
- Your child should move regularly and take periodic breaks as he or she studies

\*NOTE: It is important to set these expectations for how your child will spend his or her day as soon as distance learning begins, not several days later after it becomes apparent your child is struggling with the absence of routine.

## **#2 – Establish the physical space for your child's study**

- Establish a space/location where your child will learn most of the time
  - Should be a public/family space, not in a child's bedroom
  - Should be a place that can be quiet at times
  - Should be a place that has a strong wireless internet signal, if possible

## **#3 – Begin and end each day with a check-in**

- In the morning, ask:
  - "What are you learning about today?"
  - "What are your learning targets or goals?"
  - "How will you spend your time?"

\*NOTE: This brief grounding conversation matters.

## **#4 – Take an active role in helping your child process his or her own learning**

- Regularly engage with your child about what he or she is learning
  - Human beings learn best when they have opportunities to process their learning with others

\*NOTE: It is also important that your child do his or her own work; don't complete assignments for him or her, even if he or she is struggling. It may seem like you are helping, but in the long run your child will not be able to do it independently. The goal is for him or her to gain independence.

#### **#5 – Establish times for:**

- Quiet and reflection
- Physical Activity
  - Make sure your child remembers to move and exercise

\*NOTE: Think also about how your children can pitch in more around the house with chores or other responsibilities. Don't let your child off the hook – expect him or her to pitch in!

#### **#6 – Remain mindful of your child's stress or worry**

- Please reach out to your child's counselor should he or she experience high levels of stress or worry

\*Note: Your child's routine has been impacted and they will be out of sorts, whether they admit it or not, and need as much normal routine as parents/guardians can provide.

#### **#7 – Monitor how much time your child is spending online**

#### **#8 – Set rules for social media interactions**

- Monitor your child's social media use
  - Social media apps such as SnapChat, Instagram, WhatsApp, etc
  - Facebook, and others not mentioned in this handbook are not official, school-sanctioned channels of communication
  - Remind your child to be polite, respectful, and appropriate in their communications and to represent your family's values in his or her interactions with others
    - A student's written words and tone can sometimes offend or cause harm to others

\*Note: Help your child maintain contact with friends in a safe manner

# Rules & Responsibilities During Distance Learning

It will take all stakeholders working together to effectively implement this Distance Learning Plan. The roles and responsibilities of students and parents are listed below.

## Student Roles & Responsibilities

- Google Meet Class Expectations
  - Dress in school-appropriate clothing
  - Sit at a desk or table (not on a bed or couch)
  - Communicate and behave with the same respect and consideration you would use in the classroom
  - Complete assignments with integrity and academic honesty
  - Try your best
  - Meet due dates
  - Communicate proactively with your teacher(s) if you are going to miss a due date
  - Collaborate and support your peers in their learning
  - Comply with CCSD's Acceptable Use Policy, including expectations for online etiquette
  - Proactively seek out and communicate with staff members as different needs arise (see below)
- Google Meet Classes Will Be Recorded
  - This provides additional resources for students
    - Students can re-watch for review
    - Students can watch if absent that day
  - Teachers can monitor behavior

## Guardian Roles & Responsibilities

- Provide support for your child(ren) by adhering to the guidelines as much as possible
  - Establish routines and expectations
  - Define the physical space for your child's study
  - Begin and end each day with a check-in
  - Take an active role in helping your child process his/her learning
  - Establish times for quiet/reflection and physical activity and/or exercise
  - Remain mindful of your child's stress or worry
  - Monitor how much time your child is spending online
  - Set rules for social media interactions
  - Help your child remain social in a safe manner

## Notice of Teacher Office Hours

- Each teacher will offer times each week to take questions on Google Meet or by phone or email. Most teacher's virtual office hours are from 8:30am-9:00am.

<b>For questions about:</b>	<b>Contact:</b>
A course, assignment, or resource	Your child's teacher
A technology-related problem or issue	First contact your teacher If your teacher is unable to help, contact our Site-based technician via email: <a href="mailto:jonesde1@nv.ccsd.net">jonesde1@nv.ccsd.net</a>
A personal, academic, or social-emotional concern	Our counselor Mrs. Bitar <a href="mailto:bitarkl@nv.ccsd.net">bitarkl@nv.ccsd.net</a>
Other issues related to distance learning	Mr. Jones, Assistant Principal <a href="mailto:jonessa3@nv.ccsd.net">jonessa3@nv.ccsd.net</a> Mrs. DiCamillo, Principal <a href="mailto:crillm@nv.ccsd.net">crillm@nv.ccsd.net</a>



\*Note: Technology provided by CCSD should be used for educational purposes only. Each device has "GoGuardian" to help monitor student usage in an effort to keep students safe. Also, if you are using personal devices, please ensure your child signs out of his or her CCSD Google account before using any programs that are not CCSD approved, educational programs We ask for your assistance in ensuring appropriate use of technology.

## Acceptable Use Policy

Computer network resources, provided by the Clark County School District, enable communication with electronic communities around the world. These computer network resources include Internet, e-mail, mainframe, and all other Internet service providers when used in an educational setting.

The use of these electronic resources shall be consistent with the purpose, mission, and goals of the Clark County School District and used for professional or educational purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

The Internet is a network connecting thousands of computers throughout the world. The Internet can bring a wealth of educational material to the classroom, but may also contain material that is objectionable. The Clark County School District filters web sites believed to be inappropriate for students. However, no filtering system is perfect. The District cannot and does not represent that inappropriate or objectionable material can be completely filtered.

Parent(s) and guardian(s) must consider this in deciding whether to permit their children access to the District's computer network resources.

This Acceptable Use Policy (AUP) is provided so that staff, students, and members of the community using the District's computer network resources are aware of their responsibilities. The use of these network resources is a privilege, not a right.

# TERMS AND CONDITIONS

## A. ACCESS TO DISTRICT NETWORK RESOURCES

1. Staff, students, and members of the community may be given access to the District's computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
2. The District will periodically require new registration and account information from school, staff, and community members. Adult users must notify the system administrators of any changes in account information (address, phone, name, etc.) within fifteen (15) business days.
3. Access to the District's computer network resources may be suspended or terminated if terms and conditions of this AUP are violated. Prior to a termination of access to the District's computer network resources, the user will be informed of the suspected violation and given an opportunity to present an explanation. The user may request a review hearing with an appointed hearing officer within seven (7) days of notification if the user feels that such action is unjust. After the review, access may be terminated if the hearing officer denies the appeal.
4. Each student must have a signed Network Access Form before access is granted to the District's computer network resources. Upon entrance to a CCSD school, a student must have a completed CCF- 797. This form should be on record at the school site. The parent(s) or legal guardian(s) can withdraw their approval at any time, upon written request.

## B. SYSTEM SECURITY

1. Computer users may not run applications or files that create a security risk to the District's computer network resources. If users identify a security problem, they must notify appropriate administrators immediately.
2. Any user reasonably deemed to be a security risk, or discovered to have a proven history of problems with other computer networks, may be denied access to the District's computer network resources.
3. Users should immediately notify the system administrators if they believe that someone has obtained unauthorized access to their private account.

### C. RESPECTING RESOURCE LIMITS

1. Staff, students, and community members will not post chain letters or engage in spamming. Spamming is sending messages to a large number of people, or sending a large number of messages to a single person, with the intent of annoying users or to interrupt the system.
2. The system administrators reserve the right to set a limit on disk storage for network users.
3. Unless previously approved, users are responsible for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by user while accessing computer network resources.

### D. ILLEGAL ACTIVITIES

1. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.
2. It is prohibited to sell or purchase goods and services without prior approval of the appropriate administrator.
3. Attempting to gain unauthorized access to the District's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
4. Vandalism will result in cancellation of privileges to the District's computer network resources. Vandalism is defined as any malicious attempt to harm or destroy data or equipment on any computer network.
5. It is prohibited to use the District's computer network resources with the intent of denying others access to the system.
6. Advertising will be permitted on the District's computer network resources with the prior approval of the appropriate administrator.

### E. INTELLECTUAL PROPERTY (COPYRIGHT)

1. No copyrighted material is to be placed on the District's computer network resources without written permission from the copyright owner.
2. All users of the District's network resources must agree not to submit, publish, or display any type of material that violates this AUP.

## F. SOFTWARE

1. Only public domain files, and files that the author has given written consent for online distribution, may be uploaded to the District's software libraries.
2. Software having the purpose of damaging the District's network resources or other systems is prohibited.
3. Users may be required to use a District approved Internet browser or other software to access the computer network resources.

## G. LANGUAGE

1. Polite and appropriate language is expected at all times.
2. Abusive messages are prohibited.
3. Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of an intent to harass. If told by a person to stop sending messages, the sender must stop.

## H. LIABILITY

1. The Clark County School District does not warrant the functions or services performed by the District's computer network resources. Resources are provided on an "as is, as available" basis.
2. Opinions, advice, services and all other information supplied by third parties is for informational purposes only. It is not guaranteed to be correct. Users are urged to seek professional advice for specific individual situations.
3. Any software available from the District's network resources is not guaranteed as to suitability, legality, or performance by the Clark County School District.
4. Staff, students, and community members agree to indemnify and hold harmless the Clark County School District for any liability arising out of any violation of this AUP.

## I. ELECTRONIC MAIL AND REAL- TIME CONFERENCING

1. It is not the intention of the system administrators to inspect or disclose the contents of electronic mail or computer files sent by one user to another, without consent from either party, unless required to do so by the Clark County School District, local, state, or federal officials. Electronic mail is not private. As with written communication, users should recognize there is no expectation of privacy for electronic mail.
2. Users are expected to remove e-mail messages in a timely manner.
3. All users must promptly report inappropriate messages received to a teacher, supervisor, or the system administrators.
4. Students should not reveal personal information such as addresses, phone numbers, passwords, or financial information to others. If student work is identified, only the first name, grade, and school should be listed. Private information may not be posted about another person.
5. A cancelled account will not retain electronic mail.
6. The system administrators reserve the right to terminate access to the District's computer network resources if this AUP is violated while using real-time chat features, including video conferencing.

## J. INCIDENTAL PERSONAL USE OF TECHNOLOGY RESOURCES

1. Technology resources may be used by district personnel for personal purposes provided that the use does not interfere with the Clark County School District's ability to carry out District business, does not interfere with the employee's duties, does not subject the Clark County School District to increased costs or risks, and does not violate the terms of the Acceptable Use Policy.

The use of computer network technology resources shall be consistent with all Clark County School District policies and regulations including, but not limited to, 3990, 3991.

Prior to receiving access to the District's network resources, students, parents, and educators must submit a completed Network Access Form to the appropriate administrator or designee at their home school.

## LINKS TO RESOURCES

### Communication:

Infinite Campus: [ccsd.net/parents/infinite-campus.php](https://ccsd.net/parents/infinite-campus.php)

Class Dojo: [www.classdojo.com](https://www.classdojo.com)

Bloomz: [www.bloomz.net](https://www.bloomz.net)

Remind: [www.remind.com/log\\_in](https://www.remind.com/log_in)

Canvas: [Canvas.ccsd.net](https://Canvas.ccsd.net)

### Reading:

Reach for Reading: [www.myngconnect.com/login/student/textLogin/login.spr](https://www.myngconnect.com/login/student/textLogin/login.spr)

Epic! [www.getepic.com/students](https://www.getepic.com/students)

Lexia Core 5: [ccsd.net/parents/infinite-campus.php](https://ccsd.net/parents/infinite-campus.php)

AR: [hosted22.renlearn.com/2645831/HomeConnect](https://hosted22.renlearn.com/2645831/HomeConnect)

### Math:

Zearn: [www.zearn.org](https://www.zearn.org)

Khan Academy: [www.khanacademy.org/login](https://www.khanacademy.org/login)

