



# GARFIELD ELEMENTARY SCHOOLS

Remote Learning Handbook

# SCHEDULE

## Daily Schedule for Students

8:30-8:35

\*Students will log in to Teams and teacher will daily take attendance

8:35-1:00pm

\*Teachers will be making daily schedules for classrooms and will share them via their classroom websites & Teams

\*There will be live lessons as well as time for small group or independent student work within each period.

\*Students must join each period as set up by the teacher to be counted as present

\*There will be live lessons daily for Math, ELA, Science or SS & Specials

\*A 30-minute lunch break will be included

\*Students log off at 1pm

1:00-3:00pm

Teachers will schedule available office hours to address any individual needs of students.



# DAILY ATTENDANCE

- ◉ Students must sign into Teams no later than 8:35am to be counted as present.
- ◉ Students must be present in Teams as per the teacher's schedule for each period/subject.



# STUDENT CODE OF CONDUCT

## Basic Etiquette for Online Video Learning

- ◉ All students are required to show up at the scheduled time
- ◉ Follow rules set forth by your teacher
- ◉ All students should wear school appropriate attire
- ◉ Find a quiet place with the least distractions (siblings, pets, parents, television)
- ◉ Be respectful when speaking and writing
- ◉ Stay on mute until you would like to contribute, need to speak or ask a question.
- ◉ Video must be on in order to be considered present for attendance



# STUDENT CODE OF CONDUCT CONTINUED

## Basic Etiquette for Online Video Learning

- ◉ Maintain eye-contact
- ◉ Do not share screenshots of TEAMS meetings where student or teacher images are displayed
- ◉ Chat should only be used to discuss or ask questions pertaining to the lesson.
- ◉ Do not copy, alter, or redistribute conferencing videos. The Garfield Board of Education reserves the right to file criminal charges with the Garfield Police Department in instances of violations concerning this matter.



# STUDENT CODE OF CONDUCT

## USEFUL TIPS

### STUDENT NORMS FOR

*Teams Meeting* >>>>

IN OTHER WORDS...

**GOOD TEAMS ETIQUETTE**



MUTE YOUR MICROPHONE WHEN YOU ARE NOT SPEAKING



MAKE SURE YOUR SOUND IS ON



CHECK YOUR VIDEO BACKGROUND, HAVE A WALL BEHIND YOU, BLUR BACKGROUND



CHECK YOUR VIDEO ANGLE, WE WANT TO SEE YOUR FACE, NOT YOUR CHEEK OR UP YOUR NOSE



MAKE SURE YOUR MIC IS NOT MUFFLED, AND THAT YOU SPEAK CONFIDENTLY & CLEAR



USE THE CHAT FEATURE TO ASK QUESTIONS, NOT TO CHAT OR SPAM THE MEETING



BE CONSIDERATE WITH YOUR WORDS



CHECK YOUR LIGHTING, NO LIGHT BEHIND YOU (LIKE A WINDOW)



# PARENT NORMS

- ◉ No parent commenting during class times
- ◉ Protocol for responses to emails/phone calls
  - Best way to communicate with teachers, counselors, and administrators is through email.
  - Responses in 24-48 hours.
- ◉ Do not share screenshots of TEAMS meetings where student or teacher images are displayed
- ◉ Do not copy, alter, or redistribute conferencing videos. The Garfield Board of Education reserves the right to file criminal charges with the Garfield Police Department in instances of violations concerning this matter.
- ◉ Routinely check parent portal to track student progress.
- ◉ Read and acknowledge documents and complete surveys on parent portal.



# TEAMS LOG-IN INFORMATION

- Use the link below for directions on logging into Microsoft Teams and for helpful hints to help your child navigate the site.
  - [Family Guide to Microsoft Teams](#)



# SPECIAL EDUCATION SERVICES

- ◉ Instruction will be delivered via live and recorded lessons with your teachers and paraprofessionals will be available to support the learning.
- ◉ Speech & Language Services will be provided remotely via Microsoft Teams.
- ◉ Occupational Therapy will be provided in person in the school buildings or remotely. These staff members will be reaching out to parents to schedule times to provide the services.
- ◉ Physical Therapy will be provided in person in the school buildings or remotely. Physical Therapists will be reaching out to parents to schedule these services.
- ◉ Social Workers will provide remote counseling based on IEP requirements, services will be provided via live sessions in teams in a group and/or individual sessions.



# OTHER LINKS FOR REMOTE LEARNING

\*TEACHERS WILL PROVIDE LOG-IN INFORMATION TO STUDENTS THE FIRST WEEK OF SCHOOL

## Elementary ELA

**IXL:**

[www.ixl.com/signin/garfieldschools](http://www.ixl.com/signin/garfieldschools)

**News ELA:**

<https://newsela.com/>

**RAZ Kids:**

<https://www.raz-kids.com/>

**Epic!**

<https://www.getepic.com/sign-in>

**Rivet (app)**

<https://rivet.area120.com/>

**Open e-books - APP**

Logging into Open eBooks

Once your child has his/her access code, they can access the Open eBooks app on up to six devices.

- On an iOS or Android device, open the app store and type in "Open eBooks"
- Click to install the app
- Open the app and select your method for login

For further assistance, email Ms. Marie Marx (Media Specialist [MMarx@gboe.org](mailto:MMarx@gboe.org))

**Reading Assessment: (Only used when directed by your child's teacher)**

[www.Literably.com](http://www.Literably.com)



# OTHER LINKS FOR REMOTE LEARNING CONTINUED

## SOCIAL STUDIES

- ◉ *Scholastic News Magazines*
- ❖ Kindergarten: <https://letsfindout.scholastic.com/> Access code:WYPK921
  
- ❖ First Grade: <https://sn1.scholastic.com/> Access code: WVV2WV
  
- ❖ Second Grade: <https://sn2.scholastic.com/> Access code: PHF8977
  
- ❖ Third Grade: <https://sn3.scholastic.com/> Access code: WVF8GRM
  
- ❖ Fourth Grade: <https://sn4.scholastic.com/> Access code: WVGXNX4
  
- ❖ Fifth Grade: <https://sn56.scholastic.com/> Access code: WVH7667
  
- Read Works [www.readworks.org](http://www.readworks.org)
- Kahoot <https://kahoot.com/>
- New ELA (Gr. 2-5) <https://newsela.com/>
- DBQ: (Gr. 5) [www.dbqonline.com](http://www.dbqonline.com)



# OTHER LINKS FOR REMOTE LEARNING CONTINUED

## Math

GO MATH! Think Central Links by Building	IXL- Math Practice and Assessment
<u><a href="#">Columbus Elementary School 8</a></u>	<u><a href="http://www.ixl.com/signin/garfieldschools">www.ixl.com/signin/garfieldschools</a></u>
<u><a href="#">James Madison Elem School 10</a></u>	
<u><a href="#">Lincoln Elementary School 6</a></u>	XtraMath.org- Fact Practice; Development of Automaticity for Fluency
<u><a href="#">Roosevelt Elementary School 7</a></u>	<u><a href="https://xtramath.org/#/home/index">https://xtramath.org/#/home/index</a></u>
<u><a href="#">Thomas Jefferson School 9</a></u>	
<u><a href="#">Washington Irving Elem Sch 4</a></u>	
<u><a href="#">Woodrow Wilson Elem School 5</a></u>	



# OTHER LINKS FOR REMOTE LEARNING CONTINUED

\*TEACHERS WILL PROVIDE LOG-IN INFORMATION TO STUDENTS THE FIRST WEEK OF SCHOOL

## Science

**FOSS (Full Option Science System):**

<https://www.fossweb.com>

**Generation Genius:**

[www.generationgenius.com](http://www.generationgenius.com)

**IXL:**

[www.ixl.com/signin/garfieldschools](http://www.ixl.com/signin/garfieldschools)

**News ELA:**

<https://newsela.com>

**PBS Kids (Sid the Science Kid):**

<https://pbskids.org/sid>



# BREAKFAST AND LUNCH PICKUP

## DURING REMOTE LEARNING DAYS, MEALS TO GARFIELD DISTRICT STUDENTS WILL BE DISTRIBUTED FROM TWO CENTRAL LOCATIONS:

Three Saints Church  
474 Outwater Lane  
Garfield, N.J. 07026

James Madison School #10  
55 Lincoln Place  
Garfield, N.J. 07026

### Distribution Times:

September 8th : Meals will be distributed at both locations from 7:30 a.m.-2:00 p.m.

September 9th until further notice: Meals will be distributed at both locations from 11:00 a.m.- 2:00 p.m.

### Meal Options:

Parents will be able to take meals for one day or multiple meals if more convenient.

### Pricing:

Breakfast: Free - \$0.00, Reduced - \$0.00 and Paid - \$1.50

Lunch: Free - \$0.00, Reduced - \$0.00 and Paid - \$3.10

- Lunch Applications and Household Information Surveys are available on your Parent Portal.
- PLEASE MAKE SURE TO COMPLETE THE FORM AS SOON AS POSSIBLE.
- If your application is not received by October 1, 2020 than the status will become a PAID Status.

If you have any questions, please contact the Lunch Application Department at (973)340-5000 ext 2308



# LAPTOP AND TECHNOLOGY SUPPORT

- Use the link below for directions on resolving technology and laptop issues that may arise during remote learning:
  - [Tech Support](#)

