Hello TSOI Families!

First, we want you to know that we're all on the same page about remote learning. It's obviously not an ideal way to conduct K-8 education, but we're going to make the best of it and we are here to support you and your family while we make this transition. With any luck, this will truly be temporary and we'll be back in person soon. For now, know that we are still fully dedicated to your child's growth as a learner and as a person, regardless of whether we get to see them in the building or on Zoom.

Now, as we collectively dive into our new remote learning experience this week, we thought it would be a good idea to communicate some new norms, guidelines, schedules and more in a one-stop-shop for families. In this packet, you will find the need-to-know quick notes for a variety of topics (Table of Contents below). In addition to cluing you in to what the district has put together, we also know you're curious what this means for the TSOI community specifically. Hopefully this will be enough to get everyone started, but also know this document will likely change over the next few weeks. As edits occur, we'll send out a notification with the changes.

**Please note this document is FULL of links out to a variety of other information (instructions for new platforms, Band websites, etc). This packet was going to be enormous if we piled it all in here, so we have added links where we thought necessary.

Thank you all for rolling with the punches during what is truly an historic time. As you peruse, feel free to reach out with questions!

The TSOI Team

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(Clickable)

Communications

During this remote learning period, all district communication will continue to come to you via email and will be posted to the district website. As for all TSOI specific information, we will be sending messages primarily through ClassTag but will also post to the family Facebook page as well. If you have not done so, now is the time to ensure that you are able to use ClassTag effectively (confirm your contact info, please!) and double check that you are following The Fred Tjardes School of Innovation Family Group on Facebook.

As for access to Collaborators and staff, the very best way to reach us (which is always the case, remote or not) is also through ClassTag and/or email. Should you need it, you will find a list of our email addresses below.

Should you need to call the office, you are still able to do so. The office at TSOI will be staffed in rotation by Austin and Maria from 7:30am-11:30am on school days. Austin will also be checking the voicemail regularly and will be returning calls, if necessary.

NOTE: The school's phone number regularly shows up as "Unknown" on caller ID, so please save the school's main lines in your contacts. That will help you know when we are trying to reach you, which is vital.

TSOI Main Office: **970-348-4800**
Austin's Weird Office? Lobby? Concierge? Line: **970-348-4801**

Sara Brooks	Katie Gurwin	Courtney Luce
sbrooks@greeleyschools.org	kgurwin@greelayschools.org	cluce@greeleyschools.org
Maria Dacus	Jeff Hillis	Coral Mitchel
mdacus@greeleyschools.org	jhillis@greeleyschools.org	cmitchel@greeleyschools.org
David Edwards	Cailtin Konecny	Tatum Monaghan
dedwards2@greeleyschools.org	ckonecny@greeleyschools.org	tmonaghan1@greeleyschools.org
Mariah Foster	Patrick Kruchten	Austin Vaclavik
mfoster1@greeleyschools.org	pkruchten@greeleyschools.org	avaclavik@greeleyschools.org

District Guidelines for Remote Learning

The subsections under this heading were pulled over from the _Parent-Student Remote Learning Plan_ which was sent out to families by the district. The borrowed text has been edited to reflect TSOI principles and, of course, reflect the award-winning voice of the TSOI communications team*.

Expectations of Remote Learners

Students are expected to
➢ follow the daily schedule set by their Collaborator.
➢ be on time and in class virtually when scheduled to do so.
➢ to complete independent assignments and digital content set by Collaborators.
➢ begin the day with a morning meeting with their band via Zoom through Schoology
➢ be seated at a table with no distractions. (No TV, no video games, etc.)
➢ be in school appropriate clothing (i.e. no pajamas).
➢ follow usual classroom guidelines and Zoom rules (i.e. - no unmuting and shouting out, no chatting with other students, etc)
➢ contact your Collaborator as soon as possible if you lose your internet connection. Use ClassTag, email, or phone to contact them.

Virtual Platform Guides

It goes without saying there are a handful of virtual platforms being utilized over the coming weeks. Some of them will be familiar to staff and students, some are new to our school's operation. As with the rest of the district, TSOI will be using Zoom for video conferencing, though we are required to operate Zoom _through_ the Schoology platform, as it provides additional securities. Bands may also utilize Clever, Lexia, Dreambox, and more. Specific information about each band's plan can be found in the _Band Schedules (and more!)_ section. Follow these links for instructions on logging onto the platforms.

How to log into Clever (video)
How to access Schoology (video)
Navigating Schoology (video)
How to join a Zoom meeting (video)
How Students Access a Google Doc Assignment in Schoology (video)
Accessing Schoology and Zoom (pdf)
Google Hangouts (pdf)
Zearn (pdf)
iReady (pdf)

Technology

Transitioning to online learning is bound to come with technical glitches. Whether your student encounters an issue with one of the virtual platforms or a hardware problem with a borrowed District 6 device, we're here to help. Here's a very simple breakdown of who to reach out to first:

Trouble with one of the virtual platforms (login, navigation, etc) – contact your Collaborator.

Trouble with a District 6 device or internet connection – contact the District 6 Office of Information Technology at itsupport@greeleyschools.org or 970.348.HELP (4357). Click this flyer for additional information

Attendance

Please understand that **we will still be taking attendance twice a day!** Even though we are all working remotely, the expectation of participation during school hours remains. Morning attendance is taken at 7:50am, afternoon attendance is taken at 12:30pm (after lunch, see *Schoolwide Daily Schedule* below). If you know your student will need to be absent from remote work for any reason (illness, an appointment, etc), you must let your Collaborator know! As different age students will require differing levels of parental assistance, the district expects some leeway to be given when considering promptness. However, the expectation that the work is completed is strict. Please refer to *Band Schedules (and more!)* for any further details on when and how your Collaborator plans to schedule work time.
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Social Emotional Learning
A note from the mental health team

The mission of Social and Emotional Learning (SEL) and Mental Health Services in D6 is to enable students to develop in a safe, inclusive, culturally responsive, academically engaging, and equitable learning environment that cultivates: *Self-Awareness and Self-Management Social Awareness and Relationship Skills and Responsible Decision Making skills.*

SEL is a powerful tool for supporting each other through these uncertain times and continues to be a part of our daily work with students as we provide distance learning. SEL activities and practices are embedded in all instructional routines and content areas. Supplemental materials are shared frequently with teachers and are available at our website. Search Families then Mental Health Supports where you will find SEL activities and resources for staying positive and mentally strong.

Our school counselors, school psychologists, and social workers remain committed to providing academic and social emotional support. Mental health providers will reach out to you and/or your student to discuss a schedule for virtual counseling services. Each building mental health team will also share a referral form with staff to ensure students and families needing additional supports are contacted.

Please visit our District 6 Mental Health Services webpage where you will find social emotional learning activities and a variety of resources for students, parents, and staff to stay positive and mentally strong. Community resources, school counselor contact information and referral forms for school based services are also available.
District 6 Mental Health Services

Special Education Services

Students receiving special education services and participating in remote learning will receive instruction from specialists as outlined on their IEP.   A variety of means and approaches will be used to connect with students and families on a regular basis to provide the required service(s) including telephone calls, Google Meet, Zoom, email, or monitoring engagement in the remote learning systems. Typically, students will log into their usual band zoom meeting with their collaborator, and will be sent to a breakout room with the specialist to receive services. Please contact Caitlin Konecny (ckonecny@greeleyschools.org or via ClasTag) with specific questions.

Meal Distribution

Nutrition Service will continue to provide meals to students when they are learning outside of the school buildings. The district has now let us know that not all schools will be distribution sites moving forward. As they continue to update their plan, please check for the most up-to-date information of when and where to get these meals at www.greeleyschools.org/kidseatfree

Materials Distribution

Periodically throughout remote learning we may ask families to come to the school to pick up additional materials in the drive line. When necessary, families will be informed via ClassTag when they are expected to come by. We'll do our best to sync up those pick up times across as many bands as possible.

Schoolwide Daily Schedule

This year, in order to make it easier on parents juggling schedules in multiple bands, we decided to structure our remote days around a schoolwide schedule. This will allow things like brain breaks and lunch/recess to sync up across all bands, hopefully alleviating some of the confusion about which kids need to be where and when.

Classes Begin	7:50am
Morning Break*	9:30 - 9:45
Lunch / Recess*	11:30 - 12:30
Afternoon Break*	1:45 - 2:00
Classes End	3:10pm

*We highly encourage that students are NOT using technology during breaks and lunch/recess. We 're all trying to reduce screen time where possible, so please have your kids avoid TV, video games, etc on their breaks during school hours!

Band Schedules (and more!)

While we have a general common schedule, the details of the work assigned throughout the day obviously varies from band to band. In this section you will find the daily schedule for each band, or in some cases, links to band websites which host the band's schedules. Of course, should you have any questions about what your student ought to be doing, reach out to their Collaborator.

Purple Band

Follow this link for directions for Logging into Schoology. Then find our Virtual Classroom (pictured below) where you will find our calendar, links to apps, zoom meeting schedule, passwords and so much more!

When in Schoology, click on the title of the Classroom Slide ("Purple Band Remote Classroom CLICK HERE")

We will meet on Zoom at 7:50 daily for our morning meeting and to set the stage for the day of collaborating!

Purple Band Calendar is HERE or can be accessed from our Virtual Classroom (pictured below) on Schoology.

Orange Band
(Subject to Change)

Time	Subject	Platform	Notes
7:50-8:00 PM	Morning Meeting	Zoom (Through Schoology)	Be sure that you have a top on. It is okay to be in PJ's. Have your breakfast finished before joining us.
8:00-9:00	Readers' Workshop	Zoom (Through Schoology) and Schoology (And packet papers)	Be ready to work. Have your packets ready and your supplies.
9:00-9:30	Writing	Paper and Pencil (And packet papers)	You may also need other supplies.
9:30-9:45	Morning Break or finish work	Get a snack, go to the restroom, get moving!	Enjoy! You have been working hard.
9:45-10:25	Math	Dreambox (Clever)	Be focused and work only on Dreambox.
9:45-10:30	Sara's Office 45 Minutes for any Help	Zoom (Through Schoology)	Do you need some extra help? Go to Zoom and I will try to help during this time.
10:30-11:00	Friendship	Zoom (Through Schoology) and paper and pencil	Be ready to share how to be a good friend and to be kind.
11:00-11:30	Quiver Share	Zoom (Through Schoology)	Bring a colored Quiver Page, and we can share it with the group. Bring several, but you might only get to share one or some of the pictures.
11:30-12:30	LUNCH	Just a good time to recharge Get some movement in during this time.	Have a good lunch and do something fun when you are done eating. Be sure that you are finished eating before 12
12:30-12:45	Mindfulness	Zoom (Through Schoology) and paper and pencil	Time to reset for the afternoon.
12:45-1:30	Math	Zoom (Through Schoology) and paper and pencil	You may also need your White Board and marker.
1:30-1:45	Sara's Office 15 Minutes for any Help	Zoom (Through Schoology)	
1:45-2:00	Break	Get a snack, go to the restroom, get moving!	
2:00-2:45	Loop Learning/Exploratory	Zoom (Through Schoology) and Hands On	Varies
2:45-3:00	Closing Meeting/Student Share	Zoom Through Schoology	How was your day?

Blue Band

Daily schedule and links can be found in our [Blue Band Landing Page!](#)
(hit present in the topright to activate links)

7:50-8:30 **Morning Meeting**	All students are expected to log into the Zoom meeting at 7:50 each morning. We will participate in a daily morning meeting,, sharing, and review the expectations for the day.
8:30-9:30 **Language Arts Work Time**	Students will spend time in four Language Arts rotations during this time. For the most part, students will be completing various assignments and will be expected to work the entire time. These will be accessible in the [Landing Page](#).
* 9:30-9:45 Snack and Movement Break (no screens please!)	15 Minute break. Move! Grab a snack, use the restroom, reset!
9:45 - 11:30 **Morning Work Time**	Finish morning work. Again, the expectation is students are completing work the whole time.
*11:30-12:30 Lunch	Lunch and midday break. Please, take a break from technology. (including TV, video games, online play)
12:30- 1:45 Afternoon Login and Work Time	Students will log back into the live zoom meeting and keep it open throughout the afternoon activities.
*1:45-2:00 Movement Break (no screens please!)	15 Minute break. Move! Grab a snack, use the restroom, reset!
2:00-3:00 Exploratory	A menu of exploratory options will be provided on our Blue Band Landing Page. Students will be expected to share their work with the band each day.

Lime Band

Daily Schedule and All Links Can be found in our [lime band bitmoji classroom!](#)

7:50-11:30 **Morning Login and work time**	All students are expected to log into the zoom meeting at 7:50 each morning. From here they will receive daily directions and assignments. The expectation is that the zoom meeting will stay open for the entire time even when they are working on assignments in other applications.
Loop and Literacy ***9:30-9:45 Snack and Movement Break (no screens please!)**	Students will be using a variety of online tools during this time, all of which can be found in the bitmoji classroom. Parents can expect to see students on Achieve, Newsela, researching individual topics, typing.com, google classroom, kami, and/or Epic in addition to the live zoom meeting.
11:30-12:30 **Lunch and Brain break**	Please enjoy time while everyone takes this lunch break together. Encourage students to stay away from any screens and move their bodies (this includes video games and regular tv).
12:30-3:10 **Afternoon Login and work time**	Students will log back into the live zoom meeting and keep it open throughout the afternoon activities.
Math ***1:45-2:00 Movement Break (no screens please!)**	During this time, parents can expect to see students working in Dreambox, Zern, Prodigy, google classroom, kami, and/or math fact cafe in addition to the live zoom meeting.
Exploratory	Our class is currently working on playing chess. Parents can expect to see students on chesskid as well as the live zoom meeting. They may be playing other students or a computer opponent.

Red Band

Below is a link to our typical daily schedule for Red Band. Links to specific daily schedules are still on our Red Band web page. **Typical Daily Schedule**	Below is a link to our classroom website. You'll find links to all the platforms we will use, such as Google Classroom, district webpage for Dreambox and Achieve3000, Newsela, EPIC, etc. Red Band Website

Forest Green Band

Forest Green Band Website	Digital Learning Platforms
Our daily schedule and all Zoom links will be HERE! We are starting at the "Boundaries" tab. Students have been using this website all year and will be very familiar with it. All assignment links and assignment descriptions will be listed here.	We will be using a variety of digital learning platforms during this time. Here is a list of some, but not necessarily all, of the resources we will be using: **Reading:** Newsela **Math:** Dreambox **General:** Google classroom

Black Band

Black Band Website	Digital Learning Platforms
The daily schedule along with detailed explanations of assignments can be found on our band website which can be found HERE! Your students already have a link to this website and have been using it regularly throughout the year.	We will be using a variety of digital learning platforms during this time. Here is a list of some, but not necessarily all, of the resources we will be using: Reading: Newsela, Achieve3000, Epic Books, and Night Divided (our book club novel for this loop) Math: Dreambox, Desmos, iXL General: Google classroom