



**Mount Baker School District
Elementary Remote Learning Family
Handbook
2020-21**

Greetings Mount Baker Families,

Welcome to the 2020 school year. As many of you already know, under the recommendation of Whatcom County Health Officer, Dr. Greg Stern, we will be starting this school year on a remote basis. The impacts of this decision are immense and please know it was not reached lightly. That said, we want to take a moment to thank you for your ongoing support of your student(s).

Additionally, we wanted to share with you what remote learning will look like this school year. After receiving feedback from students, families, and staff we have developed a plan that we feel will be as supportive of families as possible while providing adequate rigor for all of our students.

In the subsequent sections of this handbook, you will see our renewed commitment to family engagement while learning remotely. Concepts of teacher outreach, office hours, and required attendance are all covered in this handbook. This work will be vital to ensuring that students and families are feeling supported during remote learning.

Families can also find information about our instructional approaches for literacy and mathematics. Through the utilization of an online learning platform (Great Minds In Sync), students are able access instructional videos and materials in a time that best fits their family's schedule. Additionally, teachers will host live learning sessions via Zoom to support the "Great Minds In Sync" lessons. Information about individualized supports for learning is also included in this handbook.

Thank you for taking the time to review this handbook as it includes answers to many of the questions and concerns families have expressed during this shift to remote learning. As always, if your family needs additional information or support, please reach out to your classroom teacher or building principal for support.

Thank you for your ongoing commitment, it is greatly appreciated!

Sincerely,

Mrs. Carly Takata, Principal, Acme Elementary

Mr. Todd Mathews, Principal, Harmony Elementary

Mr. Nick Perigo, Principal, Kendall Elementary

Ms. Erica Rasmussen, Assistant Principal, Kendall Elementary

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Section 1: Student Expectations

Materials:

The Mount Baker School District will be providing students with basic learning materials. This will include a bag of materials given out at Chromebook distribution. These supplies will be:

K-2: Markers, crayons, personal plastic whiteboard, dry erase markers, journal, sketchbook, glue sticks, pencils, pencil sharpener, pink eraser, handwriting workbook, math 10 frame, PATHS Feeling Cards, music and PE supplies.

3-6: Protractor/ruler, 2 spiral notebooks, 1 graph composition notebook, pencils, pens, colored pencils, markers, pencil sharpener, 2 dry erase markers, personal plastic whiteboard, music and PE supplies.

Mount Baker School District is committed to providing learning opportunities in easy to navigate ways. This means we will continue to use Seesaw as the primary method of communication with families. Teachers will use this as a “homebase” in providing links to other websites, Google Classroom, Learning Platforms, weekly newsletters, meeting links, videos and updates.

Technology/Equipment:

All students will be provided with a Chromebook. It is important that students/parents quickly communicate with their school about technology and internet needs. Students will need access to a microphone and camera on their device; we recommend that a phone is not used as the main device for online learning. You must also have dependable internet/wireless connection and use Google Chrome as your browser. Wireless is available at all campuses to support students and families. If you or your student(s) need assistance with technology, please use their district-issued Gmail account to email helpdesk@mtbaker.wednet.edu. You are unable to access a district-issued Gmail account please call 360-383-2000.

If you have internet connectivity concerns which make it difficult for your child to compete work online, please share this information with your child’s teacher during the Family Connect Conference.

Communication:

All students will communicate using their Homebase Platform (Seesaw/Google Classroom) with their teachers. Teachers will provide daily office hours, as well as LIVE scheduled video support and RECORDED video support that can be accessed by students as needed.

Class Participation:

1. Students are expected to read/complete all of the material provided.
2. Students are expected to use the provided links to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Students should utilize links set up by teachers to ask questions during Zoom Office Hours.
5. Students should log into Seesaw Monday through Friday to check for announcements and assignments, log into In Sync daily to complete classwork, and join Zoom class meetings daily.
6. It is expected that students keep interactions online positive, constructive, and school appropriate.
7. Students are expected to complete their own work. Plagiarizing online material (copy and paste from another website) or submitting the same work as another student will earn a zero for the assignment for all involved.

Section 2: What to Expect from Staff

At the start of the 20-21 school year, teachers will hold one-to-one Family Connect Meetings with all families of students in their class. During this time, students and families will get to know the child's teacher, hear about what to expect during this upcoming school year and have an opportunity to ask questions. **During this first week, there will be minimal interaction between the teacher and class, other than a daily, whole-class meeting, as the teacher will be spending the week getting to know students and families through these Family Connect Meetings.** Please know that while we would love to spend lots of time with each family, we must hold firm to the **20 minute scheduled time** to ensure the teacher is ready to meet with the next family.

Every classroom teacher will communicate about their online learning expectations. Staff will provide you with information related to:

1. How work will be collected.
2. How online work will be graded.
3. How attendance will be taken for online work.
4. What students will need at home to be successful when online.
5. What forms of communication will be used with students/families/co-taught classes?
6. What the participation policy is during remote learning.
7. How work will be scored.
8. The amount of time expected for completing online work.
9. What will happen if a student is not able to login on a particular day.
10. What the weekly communication plan is.

Section 3: Attendance

Mandatory attendance: Students are expected to participate in online school daily, as they would during in-person operations. The district is required to report attendance to the state as usual. Students must log in daily and complete check-ins, assignments, reading etc. within the time frame given by your teacher. If a student is absent during a school day, it will be counted as an unexcused absence (after Oct. 4) until it becomes excused through family communication with your school attendance secretary.

Acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Parent attestation of daily attendance (if form is provided by the district)
- Participation in scheduled, on-campus learning, when applicable
- Student submission of an exam
- Documented student participation in interactive tutorials or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the teacher
- An email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about an academic subject studied in the course
- Completing an attendance ticket for daily learning.

Students must do more than just “log-in” to a program for it to be considered in attendance. Remember: the amount of effort put into attending and participating in activities and assignments will determine the amount of learning your student will gain!

Section 4: Grading

Online assignments and materials provided are given the same weight as they would during face-to-face instruction. All assignments will be assessed to ensure students are understanding content and making growth related to grade level standards. Students will be provided with assessments during their learning to ensure mastery of the content.

Throughout the learning period, teachers will monitor students for mastery of content. Grades will be on a 1-4 scale to communicate where they are relative to mastery of the standard. If students are not completing assignments as expected, this will most likely have a negative impact on their grade.

Section 5: Testing and Assessment

Tests and Assessments will be given to students through online formats or during LIVE meetings. Teachers may use Google Forms, Seesaw, or other formats to provide students with materials to show their understanding of the content. Since resources will be available to students during online assessment formats, the tests will offer challenging questions. Ensure that your student has ample time to complete their test when they start online; at times, they may not be able to start over once they have begun a test. Encourage your student to read all of the directions as he or she would during a regular test, so your student understands what they are being asked to do.

If there are technical difficulties, take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so the teacher can be notified immediately. Remind your student to double check that ALL of the items have been completed before submitting, as they may only be able to submit once.

Students will participate in District Benchmark Assessments and the Smarter Balanced Assessment (grades 3-6).

Section 6: Zoom Meeting Guidelines

Zoom Meetings are a way for students to interact with their teacher and other students while distance learning. These meetings are set up for specific times and a single link will be available for daily use. In order to participate, the student will simply click the link provided by the teacher, and then click “Join”; it will not allow a student to join unless the teacher has actually started the meeting. Students should keep microphones on mute unless they have questions or comments. If a student has the ability to use a camera, we ask that they do so in order to know that it is the student who has actually signed in and to promote community among students.

1. Students must abide by the school’s acceptable use policy signed each year.
2. Students must have school appropriate dress at all times.
3. Use professional and polite language during a Zoom Meeting.
4. Attempt to keep all background noise and distractions to a minimum. Mute your microphone when the teacher is teaching, and use the chat box for questions, if available.

5. Promptly exit the meeting when it is over; the teacher is the first one on, and should be the last one to leave the meeting.
6. Only accept Zoom Meeting invitations from school staff.
7. Use your real name for Zoom Meeting login so staff can monitor the students entering the room. This may be used for attendance purposes.
8. Give your best effort while participating.

Some teachers will utilize Zoom Breakout Rooms for collaborative student groups. There may be times your child is in a small room with other students when an adult is not directly present. Teachers will pop into these small rooms frequently to listen and monitor conversations. Please inform your child's teacher if you do not wish for them to be part of a break out room with no direct supervision.

If you do not have stable internet connection, please reach out to the classroom teacher for directions on how to attend Zoom sessions by telephone.

Section 7: Meeting Needs for IEP Accommodations/504

If your child has an IEP or 504 plan, the case manager will be in communication with you regarding individualized plans.

Testing Accommodations: Many students have accommodations that apply to test situations. The most difficult is having a test read to a student. If you have a student in that situation, here is the Chromebook version of text to speech directions:

To hear text read aloud-You can hear full pages read aloud with Chromebook's built-in screen reader or hear parts of a page, including specific words, read aloud with Select-to-speak. Listen to all text To have pages read aloud to you, turn on your Chromebook's built-in screen reader:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Text-to-Speech," turn on Enable ChromeVox (spoken feedback).

Section 8: Learning Standards

Teachers will be utilizing prioritized Grade-Level-Standards throughout the school year. These will be addressed through instruction using the Great Minds InSync Platform and teacher-directed, targeted small group instruction.

Section 9: Roles, Responsibilities and Contacts

Student Roles and Responsibilities

- Establish daily routines for engaging in the learning process.
- Identify a space in home where you can learn and study comfortably.
- Regularly check SeeSaw and Google Classroom for assignments.
- Complete assignments with integrity and academic honesty.
- Communicate with the school when you need assistance. We are here to help.
- Submit assignments daily. Assignments cannot be completed all in one day. They must be completed and turned in each day for attendance and credit for the day.
- Attend live instruction appropriately dressed in accordance to MBSD dress code.

Parent/Learning Coach Roles and Responsibilities

- Establish partnership with classroom teachers to ensure a smooth process with remote learning.
- Support your student(s) with logging in to meetings/classes/websites.
- Establish routines and expectations.
- Assist your student in locating a space in the home that is ideal for learning.
- Monitor communication from teachers and school.
- Monitor completion and submission of class assignments daily.
- Take an active role in helping your child process their learning.
- Attend district/campus trainings for implementation support.
- Maintain accuracy when disclosing health screenings and attendance.
- Use teacher office hours to help strengthen asynchronous learning.
- Contact teacher, administrators, and counselor for additional needs and supports for student learning. Communicate regularly with your classroom teacher first regarding any concerns or needs.

Contact Us/Who to Contact

For assistance regarding a course, assignment, or resource:

The relevant teacher

For assistance regarding a technology-related problem or issue:

The MBSD technology department: helpdesk@mtbakwednet.edu (from a district-issued email account) or call 360-383-2000.

For a personal, academic or social emotional concern:

Your school counselor

For other issues related to distance learning:

The principal, assistant principal, or curriculum director

Section 10: Understanding the Grade Level Schedules

Mount Baker Kindergarten Online Learning Schedule

| Monday through Thursday | Friday |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| LIVE: Class Meeting Online 9:00-9:25 | LIVE: Class Meeting Online 9:00-9:25 |
| LIVE: Reading Instruction Online 9:25-10:00 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 9:25-10:30 |
| LIVE: Math Instruction Online 10:00-10:30 | |
| Recess: Take a break, get fresh air 10:30-11:00 | Recess: Take a break, get fresh air 10:30-11:00 |
| Family Supported Learning: description below 11:00-12:00 | Family Supported Learning: description below 11:00-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| LIVE: Specialists Time* 12:30-1:30 *a recording of this session will be made available for later viewing | RECORDED: Library Read Aloud 12:30-1:30 |
| Recess: Take a break, get fresh air 1:30-2:00 | Recess: Take a break, get fresh air 1:30-2:00 |
| Family Supported Learning: description below 2:00-3:00 | Family Supported Learning: description below 2:00-3:00 |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Must Do: <ul style="list-style-type: none"> Watch and complete daily In Sync literacy and math lesson Watch and complete Music and PE May Do: <ul style="list-style-type: none"> Optional learning activities provided by classroom teacher | Must Do: <ul style="list-style-type: none"> View and interact with science lesson May Do: <ul style="list-style-type: none"> Optional learning activities provided by classroom teacher |

Ongoing Family Support for Kindergarten

Kindergarten teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm and 2pm-3pm, on Mondays through Thursdays.

Mount Baker First Grade Online Learning Schedule

| Monday through Thursday | Friday |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-10:00 | Family Supported Learning: description below 9:00-10:00 |
| LIVE: Class Meeting Online 10:00-10:30 | LIVE: Class Meeting Online 10:00-10:30 |
| LIVE: Reading Instruction Online 10:30-11:00 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 10:30-11:30 |
| LIVE: Math Instruction Online 11:00-11:30 | |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| Family Supported Learning: description below 12:30-1:30 | Family Supported Learning: description below 12:30-1:30 |
| LIVE: Specialists Time* 1:30-2:30 <i>*a recording of this session will be made available for later viewing</i> | RECORDED: Library Read Aloud 1:30-2:30 |
| Family Supported Learning: description below 2:30-3:00 | Family Supported Learning: description below 2:30-3:00 |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for First Grade

First Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm, 1pm-1:30pm and 2:30pm to 3pm, on Mondays through Thursdays.

Mount Baker Second Grade Online Learning Schedule

| Monday through Thursday | Friday |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-10:00 | Family Supported Learning: description below 9:00-10:00 |
| LIVE: Class Meeting Online 10:00-10:30 | LIVE: Class Meeting Online 10:00-10:30 |
| LIVE: Reading Instruction Online 10:30-11:00 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 10:30-11:30 |
| LIVE: Math Instruction Online 11:00-11:30 | |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| Family Supported Learning: description below 12:30-1:30 | Family Supported Learning: description below 12:30-1:30 |
| LIVE: Specialists Time* 1:30-2:30 <i>*a recording of this session will be made available for later viewing</i> | RECORDED: Library Read Aloud 1:30-2:30 |
| Family Supported Learning: description below 2:30-3:00 | Family Supported Learning: description below 2:30-3:00 |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for Second Grade

Second Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm, 1pm-1:30pm and 2:30pm-3pm, on Mondays through Thursdays.

Mount Baker Third Grade Online Learning Schedule

| Monday through Thursday | Friday |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-10:30 | Family Supported Learning: description below 9:00-10:30 |
| LIVE: Specialists Time* 10:30-11:30 *a recording of this session will be made available for later viewing | RECORDED: Library Read Aloud 10:30-11:30 |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| LIVE: Class Meeting Online 12:30-1:00 | LIVE: Class Meeting Online 12:30-1:00 |
| LIVE: Reading Instruction Online 1:00-1:30 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 1:00-2:00 |
| LIVE: Math Instruction Online 1:30-2:00 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 1:00-2:00 |
| Family Supported Learning: description below 2:00-3:00 | Family Supported Learning: description below 2:00-3:00 |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for Third Grade

Third Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm and 2pm-3pm, on Mondays through Thursdays.

Mount Baker Fourth Grade Online Learning Schedule

| Monday through Thursday | Friday |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-10:30 | Family Supported Learning: description below 9:00-10:30 |
| LIVE: Specialists Time* 10:30-11:30 *a recording of this session will be made available for later viewing | RECORDED: Library Read Aloud 10:30-11:30 |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| LIVE: Class Meeting Online 12:30-1:00 | LIVE: Class Meeting Online 12:30-1:00 |
| LIVE: Reading Instruction Online 1:00-1:30 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 1:00-2:00 |
| LIVE: Math Instruction Online 1:30-2:00 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 1:00-2:00 |
| Family Supported Learning: description below 2:00-3:00 | Family Supported Learning: description below 2:00-3:00 |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for Fourth Grade

Fourth Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm and 2pm-3pm, on Mondays through Thursdays.

Mount Baker Fifth Grade Online Learning Schedule

| Monday through Thursday | Friday |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-9:30 | Family Supported Learning: description below 9:00-9:30 |
| LIVE: Specialists Time* 9:30-10:30 *a recording of this session will be made available for later viewing | RECORDED: Library Read Aloud 9:30-10:30 |
| Family Supported Learning: description below 10:30-11:30 | Family Supported Learning: description below 10:30-11:30 |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| Family Supported Learning: description below 12:30-1:30 | Family Supported Learning: description below 12:30-1:30 |
| LIVE: Class Meeting Online 1:30-2:00 | LIVE: Class Meeting Online 1:30-2:00 |
| LIVE: Reading Instruction Online 2:00-2:30 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 2:00-3:00 |
| LIVE: Math Instruction Online 2:30-3:00 | |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for Fifth Grade

Fifth Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm and 12:30pm-1:30pm, on Mondays through Thursdays.

Mount Baker Sixth Grade Online Learning Schedule

| Monday through Thursday | Friday |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| Family Supported Learning: description below 9:00-9:30 | Family Supported Learning: description below 9:00-9:30 |
| LIVE: Specialists Time* 9:30-10:30 *a recording of this session will be made available for later viewing | RECORDED: Library Read Aloud 9:30-10:30 |
| Family Supported Learning: description below 10:30-11:30 | Family Supported Learning: description below 10:30-11:30 |
| Recess: Take a break, get fresh air 11:30-12:00 | Recess: Take a break, get fresh air 11:30-12:00 |
| Lunch Break: Refuel with a healthy meal 12:00-12:30 | Lunch Break: Refuel with a healthy meal 12:00-12:30 |
| Family Supported Learning: description below 12:30-1:30 | Family Supported Learning: description below 12:30-1:30 |
| LIVE: Class Meeting Online 1:30-2:00 | LIVE: Class Meeting Online 1:30-2:00 |
| LIVE: Reading Instruction Online 2:00-2:30 | RECORDED AND INTERACTIVE: Science Lesson Posted on Seesaw 2:00-3:00 |
| LIVE: Math Instruction Online 2:30-3:00 | |

Participation in sessions highlighted in red must occur at the listed time.

Participation in sessions highlighted in gray can occur when suitable for each family.

| Family Supported Learning: Monday through Thursday | Family Supported Learning: Friday |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Must Do:</p> <ul style="list-style-type: none"> ● Watch and complete daily In Sync literacy and math lesson ● Watch and complete Music and PE <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher | <p>Must Do:</p> <ul style="list-style-type: none"> ● View and interact with science lesson <p>May Do:</p> <ul style="list-style-type: none"> ● Optional learning activities provided by classroom teacher |

Ongoing Family Support for Sixth Grade

Sixth Grade teachers will:

- Reach-out, systematically, to families to provide support, address concerns, and answer any lingering questions.
- Hold open office hours via Zoom, from 11:30am-12pm and 12:30pm-1:30pm, on Mondays through Thursdays.

You can expect a consistent, predictable daily schedule for your student(s). There are daily components of the schedule that will be important to understand. There will be two essential learning modes your student(s) will need to be successful. We will provide RECORDED and LIVE learning online. Students will need support ensuring they are logged in and ready to participate in both learning modes.

Each day, there will be two learning modes: one is scheduled LIVE learning, accomplished through Zoom. The other will utilize the InSync Great Minds Learning Platform for daily PRE-RECORDED learning in both math and literacy. When logging in, your student will see the daily lesson/work assigned for that day. Please find a convenient time outside of the Class Meeting and LIVE learning times during each day for your child to complete this work.

LIVE Learning

Monday through Thursday, you can expect a scheduled, consistent time block for LIVE, whole class learning through Zoom. Your child will have a 90 minute block of time to participate in a few types of learning activities. Teachers will guide and lead some movement/brain breaks during these blocks to help students attend to the learning. Students will be part of whole class learning, class community building activities, intervention groups and small collaborative break out room sessions with their peers. The goal is to support families and students with only requiring one consistent daily time for logging in and out of the LIVE learning environment.

Reading/Math Instruction:

During the small group reading/math time on the schedule, your child's teacher will have your child scheduled for a consistent block of time each day. This will be used for small group support which will include: reteaching content from the InSync Platform, intervention support, extension of learning support, or follow up regarding the learning for the day. Depending on your child's grade and skill level, this may be 20 minutes a day or 20 minutes every other day, but the time will remain consistent. Attendance at these small group sessions will be extremely important in supporting your child to make academic growth.

Class Meetings:

Teachers will host daily Class Meetings. This is an important opportunity in which attendance and participation will greatly improve your child's distance learning experience. During these meetings, staff will facilitate connecting students with one another, create and maintain class communities, share communication, support social emotional learning and offer collaboration time among students. These meetings will also offer opportunities for our counselors to participate in learning with students. These meetings will occur at the same time for each classroom daily.

Office Hours:

During office hours, teachers will be available for individual student help, providing group instruction/collaboration time for students via break out rooms and/or availability to support guardians. Each staff member will use the same "Personal Zoom Room" as their "Virtual Classroom" to make themselves easily accessible for families/students (one link for everything). During the scheduled Office Hours, you can drop in to speak with the teacher for any support needed. Teachers may also schedule additional time to meet with students during this time. When entering the Virtual Classroom, students

and adults may have to wait in a waiting room while the teacher works with another family/student; this is important to maintain confidentiality.

Lunch Bunch:

During daily lunch breaks, our counselors will be offering Lunch Bunch for students who wish to participate in a social setting with schoolmates. These groups will be organized and scheduled to allow for consistency and predictability. Groups will be organized by grade level, areas of support needed and other requests/needs we see arise during the distance learning time.

Section 11: Top 10 Tips for Distance Learning for Parents

1. Establish routines and expectations

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working over time. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Everybody make your bed. Keep normal bedtime routines, including normal rules for digital devices. Adjust schedules to meet everyone's needs, but don't default to staying up late and sleeping in.

2. Choose a good place to learn

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. Make sure an adult monitors online learning. Keep doors open, and practice good digital safety. Our teachers will do the same. *If this is a challenge for your family, please reach out to the teacher or Family Service Coordinator for support and ideas.

3. Stay in touch

Teachers will mainly be communicating with guardians through our email and with students through Seesaw and Google Classroom. Make sure everyone knows how to find the help they need to be successful. Stay in contact with classroom teachers, support teachers, and school leaders by emailing questions or concerns, or using the teacher Office Hours for clarification or support.

4. Help students 'own' their learning

No one expects guardians to be full-time teachers or to be educational and content experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice and students learn best if they make mistakes. The teacher will support them. Remember, this is much easier and more timely when the teacher is aware of issues!

5. Begin and end the day by checking-in

In the morning, you might ask:

- What can I do to help?
- What classes/subject do you have today?
- What resources do you need?
- How will you spend your time?

At the end of the day you might ask:

- What went well?
- What did you enjoy?
- What was difficult?
- What did you discover?
- What could we do to make tomorrow better?
- Do you have any assessments or assignments that are due?

Checking in with students to process instructions they received from their teachers helps them organize themselves and set priorities – older students too. Not all students thrive in distance learning; some struggle with too much independence or lack of structure. These check-in routines can help avoid later challenges and disappointments. They help students develop self-management and executive functioning skills that are essential skills for life. When in doubt about whether your student is completing the expected work, reach out to their teacher!!!

6. Establish times for quiet and reflection

For families with children of different ages, and guardians who may also be unexpectedly working from home more often, it's good to build in some time for peace and quiet. Siblings may need to work in different rooms to avoid distraction. Many families will need to negotiate access to devices, priorities for wi-fi bandwidth and schedules throughout the day. Noise-cancelling headphones are a great tool for children to help with background noise and distractibility. Simple cardboard partitions for “offices” may help a child focus on what he or she is working on.

7. Encourage physical activity and exercise

Living and working at home, we will all need some room to let off steam. Moving (independently and together as a family) is vital to health, wellbeing, and readiness for learning. It's a great opportunity to practice exercising ‘alone together’ with digital workouts and online instructors. Set new fitness goals and plan hands-on, life-ready activities that keep hands busy, feet moving, and minds engaged. You may want to think about how your children can pitch in more around the house with chores or other responsibilities. Now's a good time to think about increasing personal responsibility and helping others.

8. Monitor time on-screen and online

Distance learning does not mean staring at computer screens seven and half hours every day; nor does it mean logging in and taking the rest of the day off. Teachers will aim to build in variety, but it will require some trial and error before everyone finds balance between online and close-space offline learning experiences. Work together to find ways to prevent ‘down time’ from becoming just more ‘screen time’, and when in doubt, seek support from your student's teachers!

9. Manage stress and make the most of an unusual situation

We are going through a time of major upheaval to our normal routines and ways of life, and there's a great deal of anxiety in the world right now. Emotions may be running high, and children may be worried or fearful. Parents may be stressed as well and children are often keenly aware of trouble. Children benefit when they get age-appropriate factual information and ongoing reassurance from trusted adults. We have put in place layers of support for students, so please don't hesitate to contact your child's teacher or school leader if you need assistance or advice. In these circumstances, it's often possible to reframe challenges as opportunities: for spending time together, discovering new ideas and interests, investing energy and attention in activities that often get pushed aside by everyday tasks and

responsibilities. Experts advise that it's a good idea to slow down, find beauty, enjoy unexpected benefits, and express gratitude by helping others. The strength of our Baker community will help see us through.

10. Connect safely with friends, and be kind

By now, students are probably missing their friends, classmates, and teachers. Help your children maintain contact with friends through social media and other online technologies, but monitor your child's social media use. Remind your child to be polite, respectful and appropriate in their communications, and to follow school guidelines in their interactions with others. Report unkindness and other problems to school staff so that everyone maintains healthy relationships and positive interactions.