

Robert Frost Elementary

**Handbook
for Distance Learning**



SILVER FALLS
SCHOOL DISTRICT

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ODE Guidance for Closure

- Centers on Care, Connection, and Continuity of Learning.
- Recognition that in this time of immense change and transition, what our students and families need most is kindness, compassion and care.
- Additionally, as we all experience social distancing, our students and families need to hear from trusted adults who know and care for them. One of the most meaningful contributions educators can make during this time is to find ways to engage students and families.
- Outreach from a known educator and ongoing connection through phone, paper/pencil communication, online or other means will serve as the heartbeat for distance learning.
- Maintaining undeterred focus to create conditions that foster learning and critical thinking for students will anchor us as we reimagine school through distance learning.
- It is our collective, moral imperative to ensure continuity of learning and access to education. In Oregon, we achieve together--we must keep this as our north star

ODE “Key elements of distance learning for every student” ODE and SFSD application

1. Every student regularly connects with their teacher(s).

- Teachers will connect with each student in each class at least weekly. Connection methods will vary by age of student and family circumstances. Connection methods may include Google Meet, responding to email or text, mailing or dropping off work, responding to dojo, remind, seesaw, or google classroom, phone connection, or any other expectation classroom teachers have established that allows for monitoring of student engagement and progress.
- If teachers are not able to connect with a student within a school week, teachers will mark them “absent” for the week and submit absence reports through building established process.
- If a student is marked absent, the front office will follow up with each family with safety calls. If the office does not hear back from a family, the absence will be sent on to our school counselor, Bruce Elliott, in order to follow up further and possibly refer to the SRO for a well child check.

2. Teachers and students prioritize time together to focus on the most important or relevant learning.

- Teachers are allotted very little Teacher-Led Instruction time for each student per day. Teaching and learning will not resume as it previously existed. Distance Learning looks different. Teachers will determine the most relevant learning for each student each week

Teacher-Led Instruction time recommendations includes Teacher Instruction (in various forms which can be live or not live) and the tasks assigned to practice and demonstrate that learning.

Recommended times per day for Teacher-Led Instruction:

- Grades K-1: 45 minutes
 - Grades 2-3: 60 minutes
 - Grades 4-5: 90 minutes
 - Grades 6-12: 30 minutes per teacher (Maximum 3 hours in a day)
- In addition to the Teacher-Led Instruction time allotted each day, students are to continue to engage in SEALS daily. Classroom Teachers will direct you or your student to the appropriate SEALS Work for them.

Recommended SEALS time for students is:

- Grades K-1: 1-2 hours per day
- Grades 2-3: 2 hours per day
- Grades 4-5: 3 hours per day
- Grades 6-12: 1-2 hours per day

3. Teachers, families, and caregivers work as a team, anchored in partnership. Together, teachers and families co-facilitate learning, design consistent routines, and establish the learning environment.

- Parents, grandparents, extended family and more – thank you for working with us as learning partners! We are here to support you and your student! We ask that you help your student follow our learning schedule. We also ask that you reach out to us if you or your student has questions! Our office hours can be used to consult with you as a learning coach!
- School-wide communication will continue through automated phone calls and emails as needed. Teachers will be interacting with all students at least twice each week.
- We will continue to answer our Robert Frost Elementary phone number. If you have general questions or need to reach someone and you aren't sure how, please call 503-873-5301. Please use email and Remind to get into touch with your teachers. All staff will respond to messages within 24 hours. Here are grade level office hours:

3rd Grade	4th Grade	5th Grade
9:00-10:00 am	10:00-11:00 am	11:00-12:00 pm
1:30-2:30 pm	2:00-3:00 pm	2:30-3:30 pm

- If you have questions about your students learning or instruction, please contact the teacher. If you have questions about meal pick-up/delivery, when to pick-up or drop-off work, or other logistics, please contact the main office.
- To contact a staff member in Spanish, please text or call 503-580-9829. Leave a message and she will respond within 48 hours.

4. Teachers continue to monitor, report and record each student's progress towards learning goals and standards, encouraging critical problem solving, collaboration, communication and creativity.

- Progress monitoring will look different. Progress cannot necessarily be tracked through a workflow of assignments and assessments to collect points. Students will have flexible opportunities to demonstrate progress toward standards.
- Grading in distance learning will look different.

Spring 2020 Grades in Silver Falls School District will report as follows

K-5

Report Cards will reflect “Adequate Progress” or “Needs Attention” for each content area and X for each subskill area.

6-8

Report cards will reflect P for Pass and NP for No Pass for each course.

9-12

Report cards will reflect P for Pass and NP for No Pass for each course.

Moving to credit/no credit grading will benefit our staff and students without negative consequences for students with collegiate aspirations. Universities across the country have made it clear that students will not be penalized for missing traditional standardized tests or for posting credit/no credit transcripts for this semester. One of the most clear explanations of the assurances our students should expect comes from Harvard University – their complete letter can be found [here](#).

SFSD has created a one-semester change in practice to post accumulated credits without positively or negatively impacting grade point averages. Colleges lean heavily on an official document called the School Profile. School Profiles explain circumstances to colleges, including graduation requirements, grade point average calculations, honors courses, average SAT/ACT scores, and other elements that make schools unique. In this case, the shift to credit/no credit grading in the face of a national pandemic will be described and accepted without penalty. The move is temporary and will be discontinued when students and staff return to school in the fall.

5. Schools provide multiple, flexible opportunities -- for our high school students in particular – to earn credit on their pathway to graduation.

It is expected that SFSD will enable students to complete requirements with needed flexibilities associated with the nature of assignments and mode of grading during any period of school closure.

Robert Frost Elementary Schedule

This is a complicated time in education. Our teachers and our support staff will be doing their best to support your student and you during this time. They also are supporting their own children and families and so we ask for your patience and understanding as we strive to meet everyone's needs. Our ultimate goal is to support your students. Below is a basic schedule that staff will be using. If you have any questions or concerns, please don't hesitate to contact the Robert Frost office or an individual staff member. We will respond within 24 hours.

Teacher Schedule			
	3rd Grade	4th Grade	5th Grade
Teacher-Led Instruction	8:30-9:00	9:00-10:00	10:00-11:00
Office Hours	9:00-10:00	10:00-11:00	11:00-12:00
Break/Team Meetings/Planning/Lunch	10:00-1:00	11:00-1:30	12:00-2:00
Power-Up <i>Intervention/Extension</i>	1:00-1:30	1:30-2:00	2:00-2:30
Office Hours	1:30-2:30	2:00-3:00	2:30-3:30

Robert Frost Elementary Recommended Student Schedule

We acknowledge that Distance Learning during COVID-19 is not the same as going to school on a daily basis. We want to support our students in their well-being, social-emotional learning, and academic skills as much as possible during this time. If you are not able to follow this schedule as a parent/family that is ok. Please reach out to your teacher for help or guidance. Please do the best that you can to take care of your families. We recognize that this may need to look differently for different families. This is our recommended schedule for our students.

Student Schedule			
	3rd Grade	4th Grade	5th Grade
Teacher-Led Instruction	8:30-9:00	9:00-10:00	10:00-11:00
SEALS	9:00-10:00	10:00-11:00	11:00-12:00
Brain Break/Wellness/Lunch	10:00-1:00	11:00-1:30	12:00-2:00
Power-Up <i>Intervention/Extension</i>	1:00-1:30	1:30-2:00	2:00-2:30
SEALS	1:30-2:30	2:00-3:00	2:30-3:30

Examples of Learning Tools

Each teacher will be slightly different and unique. Some teachers have already been using certain tools that they will continue, while others are learning as they go. These will be available for all students through paper/pencil activities picked up at the school or delivered to your home or through online access. Here are some examples of learning tools you may expect from your student's teacher:

- Google Meets
- Google Classroom
- Freckle
- Reading Counts
- Book Flix / True Flix
- Go Noodle
- Read Works
- Typing Club

Further Guidance on Grading

Can Teachers require graded work from distance learning students?

Yes. Teachers should weigh their policies with the lens of equity and with the primary goal of first, doing no harm to students.

For students with disabilities, any changes to learning strategies or grading policies should, as appropriate, be done in conjunction with the student's Individualized Education Program (IEP) to ensure that the changes respond to their learning needs. Grading policies will likely differ for alternative schools, such as continuation schools and schools serving incarcerated youth, who may also need differentiated learning and grade strategies.

How is dual enrollment impacted by credit/no credit grading?

Dual enrollment policies, including grading, will be determined based on the agreement between the educational agencies (usually between a high school and a community college). SFSD is working with partner colleges to make any necessary modifications.

What constitutes “gradable” work in distance learning??

Assigning a grade in a distance learning context will require teachers to reconsider the kinds of materials they provide to and accept from students. Online resources, mobile applications, and web platforms can help teachers provide flexible means of furthering instruction. When students are working at home from other materials, these can be shown or displayed by photographs attached to text messages where computers are not used or accessible. SFSD will be using school buses to drop off and pick up hard copy work in cases where packets of work are the norm, or having work delivered to and picked up from the school using car line processes.

Robert Frost Elementary Community Building Activities

We will be continuing to have spirit days and other community building activities. Like our Robert Frost Elementary Facebook page or Instagram page to stay up to date and share pictures of your student! All information will be advertised through our normal communication systems.

Resources

- SFSD CLOSURE SITE: <https://seals.silverfallschools.org>
- ODE PARENT LINK: <https://www.oregon.gov/ode/educator-resources/standards/Pages/Distance-Learning-for-All.aspx>
- SFSD Counselor Resources: <https://sites.google.com/silverfalls.k12.or.us/covid19-counseling-resources/home>
- County Health & Human Services establishes COVID-19 warmline

Salem, OR – In response to the COVID-19 pandemic and its effects on our community, Marion County Health & Human Services has established a warmline for community members to call for support and find out about available resources that may be helpful.

The line will be in operation starting Wednesday, April 8, and will be open seven days a week from 8:00 a.m. to 8:00 p.m at 503-576-4602.

Marion County staff answering calls to the warmline will be able to help community members address the challenges they are facing due to the COVID-19 outbreak. Resources they will be able to assist with include:

- Available financial supports for utilities and rent;
- Resources for mental health care;
- Information about food pantries and food boxes; and
- Entertainment resources and ideas to beat cabin fever.

The resources available through the warmline will be updated frequently as the needs of the community continue to change.

The warmline is not intended to replace a crisis hotline. Anyone experiencing a mental health crisis, such as suicidal thoughts, should call a crisis hotline such as the Marion County Psychiatric Crisis Center at 503-585-4949 or the Northwest Human Services Crisis Hotline 503-581-5535 or 800-560-5535, both of which operate 24 hours a day, 7 days a week.

Learning Activity Resources:

<http://mrsamano.weebly.com>

<https://robertfrost.silverfallschools.org/3rd-grade-media-links/>

<https://robertfrost.silverfallschools.org/4th-grade-media-links/>

<https://robertfrost.silverfallschools.org/5th-grade-media-links/>

Guidance Using Technology to Connect Teachers with Students

Two-Way Communication Tools

- District Email
- Phone Calls *67 to will mask teacher numbers
- Google Classroom, Remind, Seesaw, or Class Dojo
- Google Voice (Teachers will share their Google Voice #)
- Google Meet Video Conference
 - Parent Tutorial <https://youtu.be/HLQ0ZwSBOZ4>

One-Way Communication Tools

- District Email and Edulink
- Google Classroom, Remind, Seesaw, or Class Dojo
- Short Video Recording with Screencastify
- Video Recording with Google Meet or live via Google Meet Live stream

Building and District Communication Tools

- Website
- YouTube
- Facebook
- Edulink

Staff are not supported in the use of social media or Zoom to connect with students. Staff should not publish Personally Identifiable Information belonging to a student or family.

Internet Access Options

Here are some possible options:

1. Can you set up a **hotspot on your phone**?
 - a. You may want to check with your Cell Provider to see what your plan has
 - b. Many providers are lifting bandwidth usage caps on request – see here for details:
<https://arstechnica.com/information-technology/2020/03/how-to-get-verizon-and-att-data-cap-fees-waived-during-pandemic/>
2. Is there an **ISP (Internet Service Provider) in your area**? (Some are listed below)
3. Going to your **school parking lot or other locations** while retaining social distancing requirements
Chemeketa parking lot next to building 14

Silverton Area Internet Service Providers (for information only – SFSD is not promoting one provider over another):

Wave is offering “Internet First”, the first 60 days free, then \$9.95 per month for low-income households:

<https://residential.wavebroadband.com/internet-first/>

Wave Broadband (cable / fiber):

<https://residential.wavebroadband.com/contact/>

1-855-971-1252

Frontier (DSL / Fiber):

<https://internet.frontier.com/services/>

1-877-694-9787

Online Northwest (DSL / fixed point wireless):

<http://www.onlinenw.com/contacts/>

1-866-876-4052

Exede / Viasat / Wildblue (Satellite):

<https://www.exede.com/>

(855) 275-0274

HughesNet (Satellite):

<https://www.hughesnet.com/>

(855) 543-5405

Comcast (Cable in the Salem/Keizer region):

<https://www.internetessentials.com/covid19>

(855) 846-8376

Call Center hours of operation are from 8 AM to Midnight (EST), seven days a week.

Broadband search tool based on zip code:

<https://broadbandnow.com/Oregon/Silverton?zip=97381>

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In the event that a WiFi Hotspot is required please submit a Technology Help Desk Ticket.

Fix Chromebook Issues and Handy Tips

Below are the most common issues that will be encountered and remember, [Google](#) is your friend, so try searching for other issues not listed here. The last pages are Keyboard commands that are useful, and can be found at the bottom of this document.

Another location is [Chromebook Help via Google](#) – Search for your problem

On the left you will see a list. Clicking on the item will take you to the section on the document.

These quick fixes resolve about 90% of issues with chromebooks and can prevent a trip to the local tech to fix. Repairs can cause delays in learning and travel to get a replacement, whereas the problem may take only 5 to 10 minutes to fix at home.

Try each solution and if it does not resolve your problem put in a request to drop off the device for repair.

Does Not Boot

Question: Does the unit charge or have a charging light?

Answer: Try the [Hard Reset](#) and [Three finger Reset](#) below.

Didn't work? Try a different outlet with your charging cord. Leave the unit on AC power overnight. If the unit still will not power up, make a request for repair.

Question: Unit has Green indicator light but does not boot?

Answer: Try [Three Finger Reset](#) below. If no result, open a repair request.

Question: Unit is charging but will not boot?

Answer: Devices when completely dead need to charge for at least an hour before will power up.

1st: Leave the chromebook closed, attach to power for at least one (1) hour. After the hour is up, attempt boot by opening the chromebook and pressing the power button. If no result try [Three Finger Reset](#) below.

2nd: Leave the unit on AC power overnight, open the chromebook and press the power button. If no result...

3rd: Do the [Three Finger Reset](#) below to wake the unit. If no result, open a repair request.

Chromebook Charging

Question: When plugged into power, what is the indicator light next to the charging port color?

Orange / Red = charging

Green / White = charged

No Charging Light = bad news

Answer: If chromebook has no light, make sure the middle part of the cord is fully plugged in. Then, try a different power outlet to see if that resolves the issue. If it stays Orange/Red after charging for over 24 hours, open a repair request.

Chromebook Not Working Right

Any time your chromebook is **Acting strange**, shut down completely and push the power button to restart. 90% of the time this will resolve your issue. Try [Hard Reset](#) or [Three Finger Reset](#) next.

Hard Reset

It's not the ideal way to reboot but can be vital if you're in a boot loop or facing a frozen screen this will do the trick.



Press and hold both power and Refresh buttons

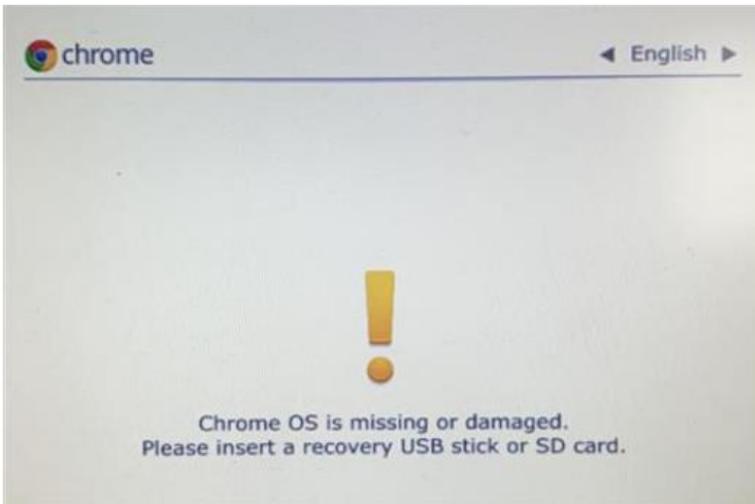
Three Finger Reset of Chromebook

1st: Press and hold **Power** button  on chromebook.

2nd: Press and hold **ESC** and **Refresh** and Tap **Power**



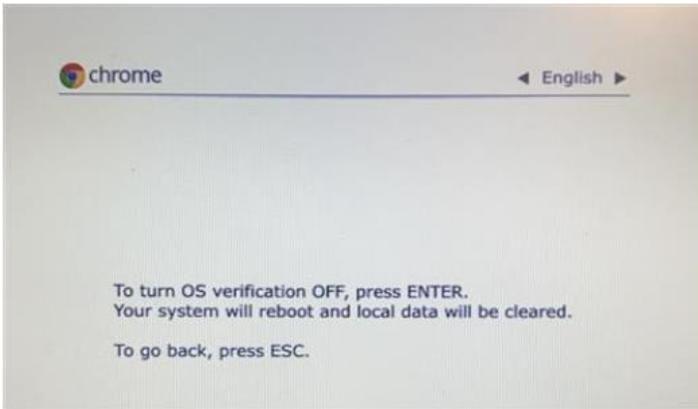
This will take you to the recovery screen



3rd: Press and hold **CTRL** and tap letter **D**, then press enter.

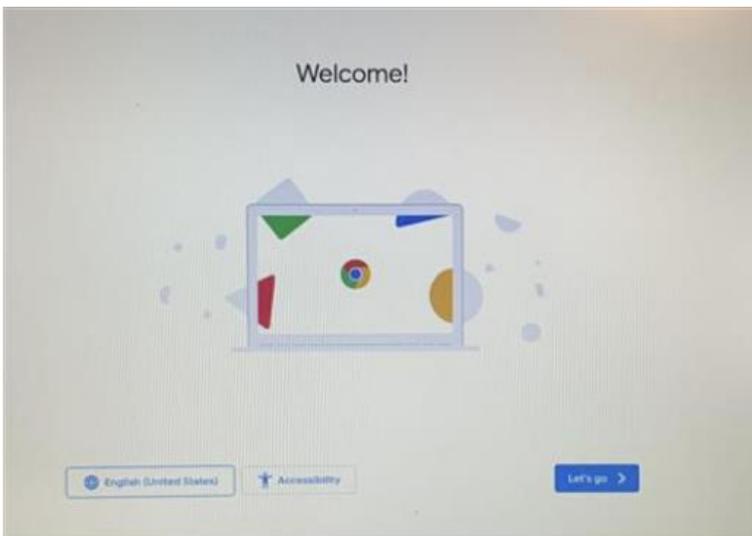


4th: At OS verification is OFF screen, tap **Enter** key.



The OS verification is Off screen will flash, do nothing. Developer Mode screen will come up and the system will reboot.

Now you will be at the welcome screen.



5th: Tap the **Let's go** button.

Connect to WiFi : Offsite (Home) – pick your local Wi-Fi and sign in

Onsite (School) – Select school network

6th: Tap **Next**, then **Accept** and **Continue** buttons

The Enterprise enrollment screen will come up. If it does not automatically enroll, enter your **school email address** and password. Login again to set up your account on the chromebook.

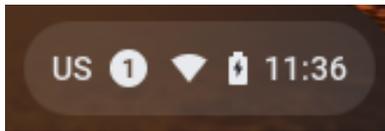
Now you are up and running again if all goes well. If not, please open a repair request.

Keyboard Settings

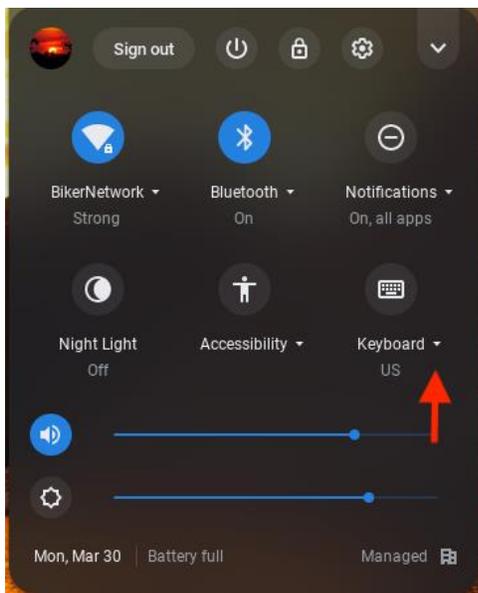
Question: Keyboard typing wrong keys or has weird characters showing up when I type?

Answer: Look at the bottom right-hand corner on the screen for the menu. If you see anything other than “**US**” this is the issue and can be fixed very easily.

Click anywhere on the menu shown below and will get a popup menu



Click on the **Keyboard** arrow on the right.



Here you will see the keyboards that you need. We are using “US keyboard” but if you have students that need a different language, please select that one.

Accessibility

Questions: Screen is Orange/Black/Wrong colors?

My computer is talking to ME!!!! and there is an orange box around the words.

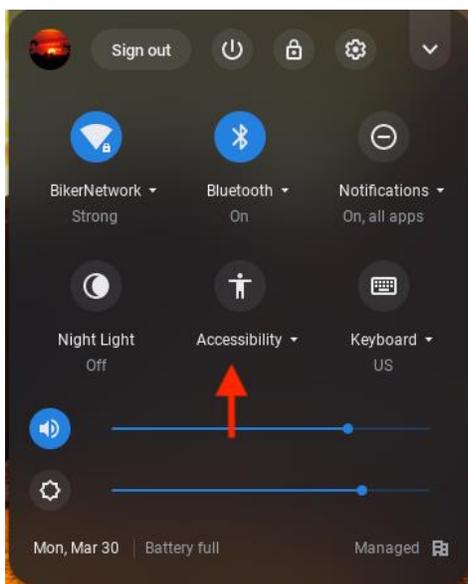
Screen it too large, cannot see all of it.

Keyboard is showing on my screen. Cursor is HUGE!!!

Answer: Click anywhere on the menu and will get a popup menu.



Then click on the **Accessibility** arrow on the right. Select the item to “un-check” it to turn it off. The list is long so you will have to scroll to see it all.



Display Settings

Questions:The screen is flipped.

Everything is HUGE!!!

Answer: **Three** key commands can happen by accident, but here are the quick ways to fix them. The items in **BOLD** are the keys to press.

Example how to: Press and hold the **Ctrl** and **Shift** key (left hand), then tap the last key.

Ctrl **Shift**  **Reset screen** scale to the default setting (**Best fix**).

Ctrl **Shift**  Increase screen scale, making items appear larger on your screen.

Ctrl **Shift**  Decrease screen scale, making items appear smaller on your screen.

Ctrl **Shift**  Rotate your screen 90 degrees.

No Sound/Sound Output Incorrect

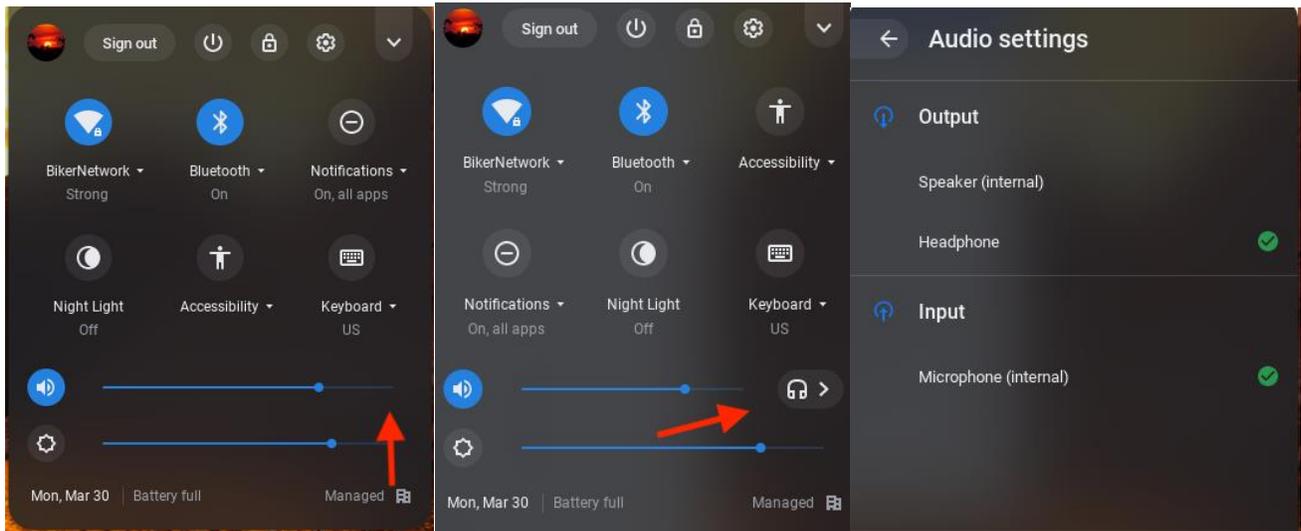
Question: No sound can be heard from headphones and they are plugged in? OR: Headphones plugged in but hear sound from internal speakers?

Answer:

1st - Click anywhere on the menu and will get a popup menu.



There are two different options; one can be muted (speaker icon will have slash through it) while the other is not causing this issue. If you see icons in these examples, sound is not muted.



Without Headphones

With Headphones plugged in

Sub Menu

2nd - The menu with the headphones plugged in has an arrow to a sub menu.

If you have headphones pulled in and sound is coming out the internal speakers, check that the Headphones are “**Checked**” and not muted (on previous menu).

Fringe Issues & Updating Chrome OS

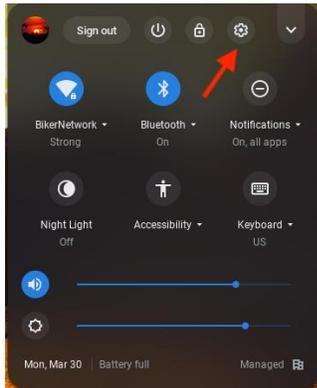
Question: What about fringe issues?

Answer: Update the Chromebook. You have to be logged in to start this process and a great learning opportunity for students to learn to maintain their devices.

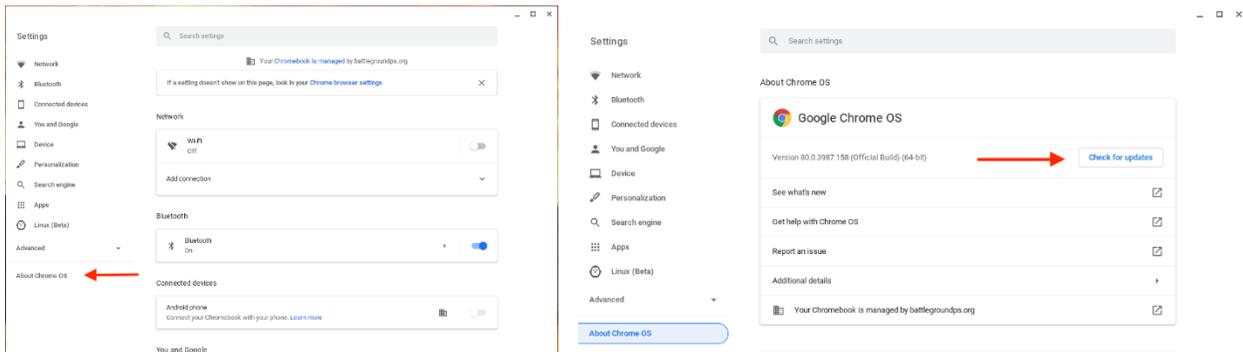
Click anywhere on the menu shown below and will get a popup menu



Click on Settings icon (Gear)



Click the **About Chrome OS**, then **Check for and apply updates**.



System will have to be rebooted.

Slow System

Question: My system is running very slow?

Answer: [Clear cache & Cookies](#)

1. Open Chrome
2. At the top right, click More 
3. Click **More tools > Clear browsing data**
4. At the top, choose a time range. To delete everything, select **All time**
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes

6. Click **Clear data**

Taking Screenshots

Question: How do I take Screenshots

Answer: Capture an image of your entire display by pressing **Ctrl +**  .

The Print Screen key is typically the sixth key from the left and has a symbol of a square next to two lines. A window will later appear with options to view the screenshot and copy to Google Drive.

Question: How do I Take a partial screenshot?

Answer: Capture a specific area of your display by pressing **Ctrl + Shift +**  . You'll then be able to drag your cursor to form a box around the area of your display that you want to capture. A window will later appear with options to view the screenshot and copy to Google Drive.

Keyboard Shortcuts and Quick Keys

[Click here](#) for special Chromebook keys and keyboard shortcuts

Keyboard Keys Function

The keyboard on the Chromebook is designed to help you use the correct keys to accomplish the things you need the most. The table below is an overview of the special keys on the top row of the keyboard.

Key	Function
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	Go to the previous page in your browsing history (F1)
	Go to the next page in your browsing history (F2)
	Reload your current page (F3)
	Open your page in fullscreen mode (F4)
	Switch to your next tab or window (F5)
	Decrease screen brightness (F6)
	Increase screen brightness (F7)
	Mute (F8)
	Decrease the volume (F9)
	Increase the volume (F10)
	<p>Search your apps and the web from your apps list. On a Chromebook, this key is located on the side, where you would normally find the Caps Lock key.</p> <p>If you are using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.</p> <p>To turn Caps Lock on temporarily, press Alt + the search key.</p>