



# Wyatt Academy Remote Learning Guidelines for Families





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## Overview

Although you have selected the In-Person learning option for your student, there will be times when your student will need to participate in remote learning.

The guidelines in this packet apply whenever your student is learning remotely.

- All Wyatt students will be learning remotely from August 24th to September 4th.
- If an in-person cohort must quarantine at any point throughout the year, students will transition to remote learning.

## Daily Schedule

While learning remotely, students will follow a structured schedule every day. Morning Meeting will begin each day at 8:00am, and will be live. Throughout the day your student will have technology breaks, as well as a 30 minute lunch break. See full detailed schedule on Page 6.

## Technology

### Chromebooks

- All Wyatt students will receive a Chromebook at registration if they do not already have one. If your Chromebook breaks during the course of remote learning, please call the front desk at 303-292-5515. Upon picking up your Chromebook, you will sign the Wyatt Academy Technology Agreement.

### Learning Platforms

- Depending on what grade level your child is in, you will use a different learning platform.
- K-2 will be using Seesaw.
- 3-5 will be using Google Classroom. Your child's teacher will send you an invitation to your child's google Classroom.
  - ◆ How to Use Google Classroom
  - ◆ English  
[https://www.youtube.com/watch?time\\_continue=1&v=BNVQUmRTGWY&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=1&v=BNVQUmRTGWY&feature=emb_logo)
  - ◆ Spanish  
[https://m.youtube.com/watch?v=H\\_kUfk\\_BMww&feature=youtu.be](https://m.youtube.com/watch?v=H_kUfk_BMww&feature=youtu.be)
- All grade levels will be using Zoom for live teaching. In Seesaw or Google Classroom you will find a link for the Zoom classroom.
- See page 10 for screenshots to log in

### Communication Platforms

Class Dojo will be the primary source of schoolwide communication. Please check your Dojo daily for important school updates and announcements. You will also receive texts and emails through School Messenger.



## Internet Acceptable Use Policy

### Acceptable Use

The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Wyatt Academy offers Google Chromebooks to its students and staff. The primary purpose of providing access is to support the educational mission of Wyatt. Wyatt expects that students and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. Wyatt makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of Wyatt's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Wyatt has installed special filtering software in an effort to block access to material that is not appropriate for children.

The Internet also allows for easy communication between individuals and groups, and therefore allows for quick and efficient communication between school and home. Families are encouraged to contact teachers via e-mail to set up appointments to discuss any student or school issues, or to ask brief questions, but should not use email for extended conversations. Students should not contact teachers or other school staff directly through email, but rather should speak to the teacher in school or, if necessary, ask for their parent's assistance with email if such contact is appropriate. All components of the Code of Conduct and any resulting disciplinary procedures are applicable to e-mail communication from a student to a teacher or any other school staff.

### Unacceptable Use

The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of Wyatt's Internet Service:

- Accessing personal email correspondence;
- Accessing websites during class other than those identified by the teacher as appropriate for class;
- Disclosing, using or disseminating personal identification information about self or others;
- Accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- Using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;
- Using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- Vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer



viruses or by any other means;

- Copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), studentship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of a member of the faculty;
- Plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through email or news sources must also be credited as to sources;
- Using the Internet service for commercial purposes;
- Downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- Overriding the Internet filtering software.

### Privacy

Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. Wyatt reserves the right to examine all data stored on internal and external drives.

Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

### Violations

Wyatt reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through Wyatt's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

### Attendance Guidelines:

It is critical that you and your student(s) understand how students will be accessing instruction and engaging in content to best support learning. We know that there are a wide variety of reasons that students might be tardy and/or absent from school, from health concerns to technology challenges and we want you to know that our Attendance Team is prepared to help you mitigate any of these challenges. We will continue to track attendance daily, to notice when your student is missing from class, to communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.



- Students are expected to log into their Google Classroom everyday at 8:00am to attend their live Morning Meetings (via Google hangout and/or Zoom)
  - During this time students attendance will taken and documented in an Excel Document and will be transferred to IC
  - If your child is having issues logging on please notify the teacher by 8:25am via text message and/or a dojo message.
- Students are expected to attend full day remote learning via computer
  - Students will be asked to remain on their computer from 8:00am to 1:10pm
  - During this designated school day students will have designated times for off screen breaks and Lunch/Recess at 11:30-12:00pm

### Remote Learning Absences & Tardies

- If your Student needs to leave early and/or will be tardy:
  - Please notify your students teacher as soon as possible with the reason your student needs to leave early and/or will be tardy
  - Teacher will document this and notify the Attendance Team via email
- If you know your student will be absent:
  - Please notify your students teacher as soon as possible with the reason your student will be absent via class dojo, text message and/or email
  - Teacher will document this and notify the school Attendance Team via email

### Attendance Definitions:

- Excused Absence: Per state law and DPS Policy JHB-R, an excused absence is an absence for a day, or part of day, that is excused by permission from both the parent/guardian AND school principal. Such absences include those that are the result of the following:
  - Temporary illness or injury (can include subject to quarantine due to infectious disease exposure and contact tracing)
  - Physical, mental, or emotional disability or condition
  - Religious observances
  - Death in the immediate family
  - School service absences (absences that occur as a result of participation in
  - School activities that are authorized and pre-approved by the school leader).
- Unexcused Absence: any absence without the permission of the parent/guardian and the school principal. Examples could be no call no show, a family powder (skiing) day, trip to another state/country without return date, or unauthorized leaving of building.
  - Habitually Truant: 4 unexcused absences a month or 10 unexcused absences a year.
  - For more information, please connect with your school social worker/psychologist.

### Consequences for Tardiness:

- When a student logs into Google Classroom after 8:00am the student will lose 1 Dojo point. Dojo points affect students eligible to attend field trips, school day and evening program/celebrations.



- *\*Note: Once a student reaches 3 tardies it is equivalent to 1 absence, once a student reaches 10 absences they may be referred to truancy.\**

#### Consequences for Absences

- 2nd consecutive absent in one week student will receive a verbal warning followed by a phone call to the parent/guardian
- A MTSS referral will be made if:
  - A student is absent for 2 consecutive days and the teacher is unable to reach a guardian
  - A student is absent for 3+ days in a school week
  - A student reaches 5+ or more absences
- *Once a student reaches 7 absences the Attendance Team and classroom teacher will hold a mandatory meeting with the family (via Google Hangout). This meeting will be held with you and your student to identify the barriers and supports available to ensure regular attendance.*

#### Student Professionalism

During remote learning, we expect all Wyatt students to be professionals! This includes:

- Students must be dressed appropriately in a professional shirt. Ideally, this would be a Wyatt shirt. If you do not yet have Wyatt shirts, please dress appropriately (no tank tops, no distracting clothing, no pajamas).
- Students should not be in pajamas, laying in bed, or laying on couches.
- Students should be sitting up.
- Students should have the lights on.

#### Virtual Professionalism

- Students are expected to be logged on to their platform by 8:00 am Monday - Friday
- Students should have an area that has minimal distractions
- Students should have all materials that are needed for each subject
- When logging in students audio should be on Mute unless the activity says differently
- Students video should be on at all times except for screen breaks, and lunch to increase engagement
- During instructional time students will use kind words to their teacher and classmates
- Students will use the chat or signal that the teacher creates to ask questions during a lesson
- Students will join teacher office hours for questions or additional support at the end of the day

#### Creating an Ideal Work Space For Students

Creating Your Child's Ideal "Home Office" for Distance Learning: Create a dedicated office space for your child in which they will love to learn. Here are some tips for creating an ideal work environment for your child:



## #1 Choose a Location with as Few Distractions as Possible

For best results, your child's workspace should have a clean surface and few distractions.

- A desk in a quiet room is ideal. When that's not possible, look around your home for other areas where you can limit disruptive sights and sounds.
- Even if you're tight on space, think creatively about any underused areas in your home: A hallway, closet, landing or corner may be the perfect office nook.

## #2 Decorate the Space

If the child helps to design their workspace, he or she will have ownership of it. This is their office, and needs to be treated with respect.

- Establish the space by turning it into a mini-cubicle: Make a three-sided cardboard partition out of file folders that sits on the table, surrounding your child.
- Encourage your child to decorate their space in any way they choose, so they'll look forward to spending time there.

## #3 Organize Supplies

Work with your child to fill their space with necessary, age-appropriate supplies. Here are some examples to start.

- Cup filled with writing utensils: Turn this into an art project! Cover an empty, clean can with construction paper for your child to decorate.
- Tray to organize markers, crayons, eraser, stapler and scissors: A plastic vegetable box, cardboard box, storage container or aluminum baking pan are all great options.
- Writing paper: Have both lined and unlined paper available.

## #4 Include Stress Relievers

Some kids can concentrate better when they're allowed to fidget, or have soothing background noise.

- Consider including a squishy ball, Rubik's cube, Silly Putty or something else to keep their hands busy.
- If your child is unable to sit in one place for a long time, try an exercise ball for a chair. You can also let your child know that it's okay to stand while doing assignments.
- If the workspace seems too quiet, relaxing, classical music sets the perfect tone. Just avoid turning on a television.
- Bonus tip for parents: When helping your child with schoolwork, you should have your own stress ball in hand and let Google be your best friend!

## # 5 Build out a Family Routine in Collaboration with your Student

- Children (and adults) thrive with structure and predictable routines. It is a good idea to



have your family come together to discuss what your remote learning routine will consist of to ensure that everyone understands what they are responsible for.

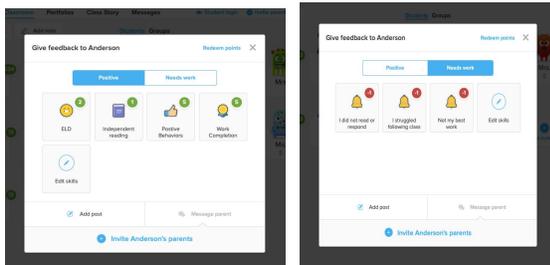
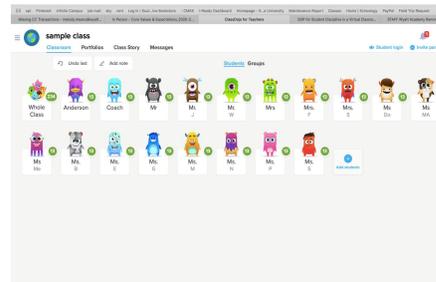
## Classroom Dojo

### Tracking Behavior through Class Dojo

Students start with 13 points a day in the subjects:

- Morning Meeting
- ELA
- Writing
- ELD
- Guided Reading/SiPPS
- Math
- Independent Reading( receives one point)

Each subject has two points, one for classroom expectations and one for work completion.



## Loss of Behavior Point

Even though students receive more than one point a day, taking the behavior point should not be viewed lightly (2 warnings before you take the point.)

- Before taking the point, you should try:
  - Make sure your expectations are clear and concise
  - Redirect
  - Safe spot
  - 5 min breakout break



- If you make the decision to take the point, You must write why in Dojo
- Also your student should know why they lost the point and how they can fix it.

### **The classwork point**

It is important that you are secure of what you want work to look like and the behaviors you want to see to reach that expectation.

### **Dojo Celebrations**

We are implementing a Wyatt Economy where your students' points will double as money.

Store will be open biweekly- students will come and buy items at Wyatt. More details to come

### Grading Policy

The first few weeks of remote learning should be focused on engagement and participation as students and teachers get accustomed to this new environment. With an effort to continue to educate and empower our scholars so that they are ready for future success. Three important factors will guide scholars and their families as they navigate remote learning.

1. Meaningful Learning and an Opportunity to Improve - Scholars will engage in meaningful work, receive feedback and have the opportunity to improve their performance during this time.
2. Value of School - We value the work scholars will put in during this uncertain time and Wyatt Academy continues to emphasize the importance of learning.
3. Clear Communication with Families - It is our responsibility to ensure scholars and families clearly understand our approach to remote learning and Wyatt Academy's grading system during this time. It is essential that all scholars have access to the instructional tools for classwork and homework. Wyatt Academy will continue to work with students and their families to make sure their remote learning experience is successful.

Here is the scoring and grading structure outlined on our rubrics that we will follow:



K-5 (Primary and Elementary)

Students receive a grade every Quarter in the following subjects:

- English Language Arts
- Writing
- Mathematics
- ELD (if applicable)
- Specials (P.E., Music and Art) - Not during remote learning

Wyatt Academy uses the 100 point scale, which is a percentage based grading system. This system is used for assignments as well as overall grades in the gradebook.

\*Progress reports will be shared with students and their families every two weeks.

Our Scoring/Grading Process:

1. Scholars will submit assignments daily.
  - a. Kindergarten-2nd grade will submit through Seesaw
  - b. 3rd-5th grade will submit through Google classroom
2. Teachers will review the work and provide feedback based on a rubric that includes an exemplar.
3. Scholars can make corrections based on the feedback provided and resubmit the assignment.
4. Teachers will review assignments once again to provide final feedback and points as appropriate.
5. Final grades are posted as follows:

A (100-90%) Exceeds Expectations Expert	Your work matches the exemplar and you went above and beyond.
B (89-80%) Meets Expectations Practitioner	Your work matches the exemplar and there are a few areas of improvement.
C (79-70%) Approaching Expectations Apprentice	Your work is close to the exemplar, but there are many areas of improvement.
D (69-60%) Not Meeting Expectations Novice	Your work is off from the exemplar. You must check in with your teacher about the feedback and resubmit the assignment.
F (59% and below) Little/No Credit	Your work is off from the exemplar or you are not turning in work. You must check in with your teacher about completing the assignment or using the feedback to resubmit the assignment.



## Remote Learning Schedule

	K	1st	2nd	3rd	4th	5th
7:15-8:00	Teacher Plan Period					
8:00 AM	Morning Meeting and Random Acts of Kindness					
8:05 AM						
8:10 AM						
8:15 AM						
8:20 AM						
8:25 AM						
8:30 AM	Shared Reading 20 Minutes	Amplify Knowledge 25 Minutes	Amplify Knowledge 25 Minutes	EL Live 60 Minutes	Guided Reading Live 25 min	ELD 8:30-9:15 45 min  OR SIPPS
8:35 AM						
8:40 AM						
8:45 AM						
8:50 AM	Amplify Knowledge 25 Minutes	Shared Reading 20 Minutes	Shared Reading 20 Minutes			
8:55 AM						
9:00 AM						
9:05 AM						
9:10 AM						
9:15 AM		off screen break	off screen break			
9:20 AM						
9:25 AM	ELD 9:15-10:00 45 min  OR SIPPS	Guided Reading Live 25 min	Guided Reading Live 25 min		EL Live 60 Minutes	EL Live 60 Minutes
9:30 AM						
9:35 AM				Amplify Skills 30 Min		
9:40 AM						
9:45 AM						
9:50 AM						
9:55 AM		ELA Skills Live 25 Min	ELA Skills Live 25 Min	off screen break	off screen break	
10:00 AM						
10:05 AM						
10:10 AM	ELA Skills Live 25 Min			ELD 10:00-10:45 45 min	ELD 10:00-10:45 45 min	off screen break
10:15 AM						
10:20 AM						
10:25 AM		REACH Writing Live 30 Min	REACH Writing Live 30 Min			Shared Reading 20 Min
10:30 AM	off screen break			OR SIPPS	OR SIPPS	
10:35 AM						
10:40 AM	Guided Reading Live 25 min					Guided Reading Live 25 min
10:45 AM				Amplify Skills 15 Min	Shared Reading 15 Min	
10:50 AM		ELD 10:45-11:30 45 minutes	ELD 10:45-11:30 45 minutes			
10:55 AM						
11:00 AM	REACH Writing Live 30 Min	OR SIPPS	OR SIPPS	REACH Writing Live 30 Min	REACH Writing Live 30 Min	REACH Writing Live 30 Min
11:05 AM						
11:10 AM						
11:15 AM						
11:20 AM						
11:25 AM						
11:30 AM	Lunch/ Recess 11:30-12:00	Lunch/ Recess 11:30-12:00	Lunch/ Recess 11:30-12:00	Lunch/ Recess 11:30-12:00	Lunch/ Recess 11:30-12:00	Lunch/ Recess 11:30-12:00
11:35 AM						
11:40 AM						
11:45 AM						
11:50 AM						
11:55 AM						



12:00 PM						
12:05 PM						
12:10 PM	CGI Live 12:00-12:30 30 min					
12:15 PM						
12:20 PM						
12:25 PM						
12:30 PM	Math Facts Online 10 Min					
12:35 PM						
12:40 PM	off screen break					
12:45 PM						
12:50 PM						
12:55 PM						
1:00 PM	Eureka Live 12:45-1:25 40 Min					
1:05 PM						
1:10 PM						
1:15 PM						
1:20 PM						
1:25 PM	Closing Circle					
1:30 PM						
1:35 PM	Independent Reading					
1:40 PM						
1:45 PM						
1:50 PM	Specials (Optional)					
1:55 PM						
2:00 PM	Teacher Office Hours					
2:05 PM						
2:10 PM						
2:15 PM						
2:20 PM						
2:25 PM						
2:30 PM						
2:35 PM						
2:40 PM	Teacher Planning					
2:45 PM	Coaching Meetings					
2:50 PM	MTSS Meetings (MTSS Team)					
2:55 PM						
3:00 PM	Data Meetings					
3:05 PM						
3:10 PM						
3:15 PM						
3:20 PM						
3:25 PM						
3:30 PM						