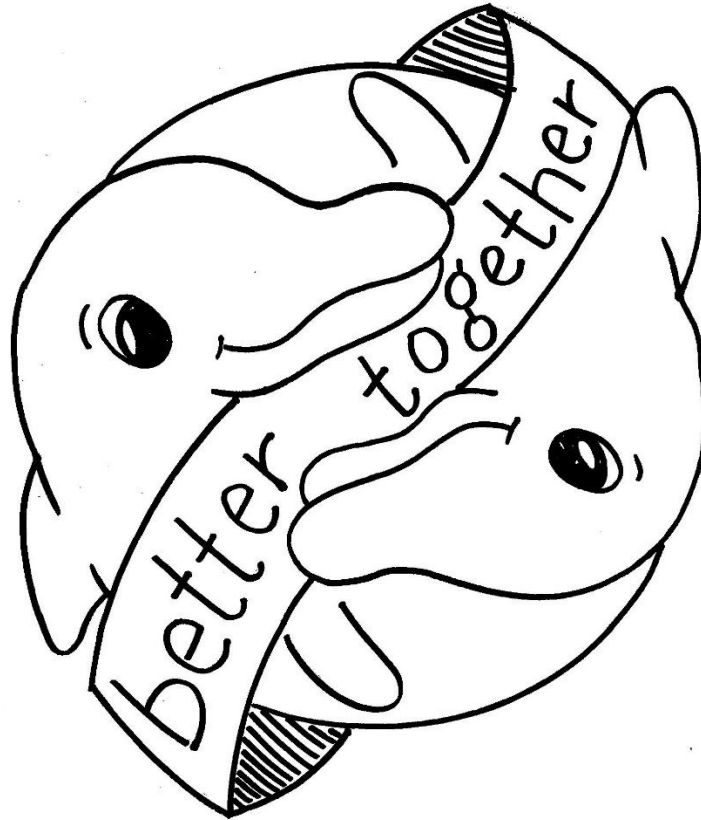


# Dolvin Elementary School



## Universal Remote Learning Handbook *Community Summary*

**2020 – 2021**

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**Dolvin Elementary School**  
**Community Universal Remote Learning Handbook**

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**UNIVERSAL REMOTE LEARNING HANDBOOK COMMUNITY SUMMARY**

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## Dolvin Elementary Community Universal Remote Learning Handbook

### UNIVERSAL REMOTE LEARNING SCHEDULE

TIME	K	1	2	3 (A)	3 (B)	4 (A)	4 (B)	4 (C)	5 (A)	5 (B)
8:10 AM	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30	8:10-8:30
8:15 AM	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting	Morning Meeting
8:20 AM	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting	Meeting
8:25 AM										
8:30 AM	8:30-9:00	8:30-9:00		8:30-9:00	8:30-9:15	8:30-9:15	8:30-9:15	8:30-9:00	8:30-9:15	8:30-9:15
8:35 AM	Reading/ ELA	Math	8:35-9:05	Writing	Math	Reading	Math	Sci/SS	Reading	Math
8:40 AM			Specials							
8:45 AM										
8:50 AM										
8:55 AM										
9:00 AM	9:00-9:30			9:00-9:45				Independent		
9:05 AM	Math			Reading				Work		
9:10 AM		9:10-9:40	9:10-9:55					Time		
9:15 AM		Specials	Reading		9:15-9:45	9:15-9:45	9:15-9:45	9:15-10:00	9:15-9:45	9:15-9:45
9:20 AM					Sci/SS	Writing	Sci/SS	Math	Writing	Sci/SS
9:25 AM										
9:30 AM	9:30-9:45									
9:35 AM	Sci/SS									
9:40 AM										
9:45 AM	9:45-10:00	9:45-10:15		9:45-10:15	9:45-10:15	9:45-10:15	9:45-10:15			
9:50 AM	Independent	Reading/		Independent	Independent	Independent	Independent		9:50-10:20	9:50-10:20
9:55 AM	Reading	ELA		Work	Work	Work	Work		Specials	Specials
10:00 AM	10:00-11:00		10:00-11:00	Time	Time	Time	Time	Independent		
10:05 AM	Office Hour		Office Hour					Work		
10:10 AM	1:1 conferences		1:1 conferences					Time		
10:15 AM	Small Group	10:15-10:30	Small Group	10:15-11:00	10:15-11:00	10:15-11:00	10:15-11:00			
10:20 AM		Sci/SS		Math	Reading	Math	Reading		10:20-11:20	10:20-11:20
10:25 AM									Office Hour	Office Hour
10:30 AM		10:30-11:30							1:1 conferences	1:1 conferences
10:35 AM		Office Hour							Small Group	Small Group
10:40 AM		1:1 conferences								
10:45 AM		Small Group								
10:50 AM										
10:55 AM										
11:00 AM	11:00-11:15		11:00-11:30	11:00-11:30	11:00-11:30	11:00-11:55	11:00-11:55	11:00-11:55		
11:05 AM	Independent		Recess	Sci/SS	Writing	Office Hour	Office Hour	Office Hour		
11:10 AM	Math					1:1 conferences	1:1 conferences	1:1 conferences		
11:15 AM	11:15-11:45					Small Group	Small Group	Small Group		
11:20 AM	Recess								11:20-11:40	11:20-11:40
11:25 AM									Independent	Independent
11:30 AM		11:30-12:00	11:30-12:00	11:30-12:00	11:30-12:00				Work	Work
11:35 AM		Recess	Lunch	Recess	Recess				Time	Time
11:40 AM										
11:45 AM	11:45-12:15								11:40-12:10	11:40-12:10
11:50 AM	Lunch								Lunch	Lunch
11:55 AM						11:55-12:25	11:55-12:25	11:55-12:25		
12:00 PM		12:00-12:30	12:00-12:45	12:00-12:30	12:00-12:30	Lunch	Lunch	Lunch		
12:05 PM		Lunch	Math	Lunch	Lunch					
12:10 PM										
12:15 PM									12:10-12:40	12:10-12:40
12:20 PM	12:20-12:50					12:25-12:55	12:25-12:55	12:25-12:55	Recess	Recess
12:25 PM	Specials					Recess	Recess	Recess		
12:30 PM		12:30-12:45		12:30-1:30	12:30-1:30					
12:35 PM		Independent		Office Hour	Office Hour					
12:40 PM		Reading		1:1 conferences	1:1 conferences					
12:45 PM		12:45-1:00	12:45-1:00	Small Group	Small Group				12:45-1:30	12:45-1:30
12:50 PM		Independent	Independent						Math	Reading
12:55 PM		Math	Math							
1:00 PM	1:00-2:00	1:00-2:00	1:00-1:30			12:55-1:25	12:55-1:25	12:55-1:25		
1:05 PM	Office Hour	Office Hour	Writing			Specials	Specials	Specials		
1:10 PM	1:1 conferences	1:1 conferences								
1:15 PM	Small Group	Small Group								
1:20 PM										
1:25 PM										
1:30 PM			1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00
1:35 PM			Sci/SS	Specials	Specials	Sci/SS	Writing	Writing	Sci/SS	Writing
1:40 PM										
1:45 PM										
1:50 PM										
1:55 PM										



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### **ASSESSMENT**

- Teachers will administer a balance of assessments. Diagnostic and formative assessments provide data for learning and are used to monitor learning. Summative assessments provide data of learning and serve to measure learning.
- Assessments will be administered in order to provide on-going feedback to students.
- Low-stakes formative assessments may include short quizzes consisting of selected-response items, personal communication, a constructed-response item (e.g. ticket-out-the-door), etc. Summative assessments may consist of tests, extended response items, performance tasks, portfolios, essays, reports, presentations, products/projects, etc.

### **DELIVERY OF INSTRUCTION**

- Daily instruction will be delivered synchronously (live, in real-time, with camera on) through Microsoft Teams for grades 2 through 5.
- K and 1 students will be provided with learning packets, supplemented with optional daily live lessons.
- Microsoft Teams is the consistent platform that will be used to deliver instruction, communicate, and assign/collect student work.
- Other applications used will be accessible to students with a single login via Classlink.
- Teachers will balance synchronous and asynchronous activities. Asynchronous instruction may include teacher-generated videos, recordings from the district produced bank of lessons, or other appropriate virtual resources.
- Synchronous sessions will be recorded by the teacher and made available for students who were unable to attend.

### **ENGLISH LANGUAGE LEARNERS**

- English language learners will receive appropriate accommodations in general education courses. General education teachers will differentiate instruction as needed for English language learners, using appropriate instructional strategies. Grading accommodations will be in place for all ESOL students whose lack of English proficiency interferes with their ability to demonstrate learning.

### **GRADING**

- Grading will be conducted in-line with Fulton’s Standards Mastery Framework. Grades should be reflections of student learning not student behavior. Graded assignments/assessments are indications of what the student has learned, not participation, attendance, effort, etc.
- During URL, assignment/assessment scores assigned weight toward the final grade should be entered in the summative grading category. Summative grades will be based on accuracy, not completion.
- Scores on diagnostic and formative assessments will be entered into the gradebook in order to facilitate communication with students and their families but will not have a grade weight assigned to them.
- During URL, FCS has adopted a no zero policy. Teachers will enter an “I” for “Incomplete” in Infinite Campus for any missing assignments/assessments.
- Students will be provided with up to three opportunities to redo/resubmit graded assignments in order to demonstrate mastery of the content. Students will have up to two weeks from being notified of their initial assignment grade to complete any and all redo opportunities. To best position students for success, teachers may require students to complete remediation activities and/or to attend extra-help sessions prior to redoing assignments.
- At the end of each semester, an “I” for “Incomplete” will be entered as the course grade on a student’s report card if a student does not complete at least 80% of the course’s summative assignments/assessments.
- Students will have the remainder of the school year to complete work and clear the incomplete. If a student does not complete work/clear the incomplete by the end of the Summer session, their incomplete will be updated with a non-passing grade for the course



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- **Grades/Report Cards:**
  - **Students in grades K-2 will use the following grading scale:**
    - S (100%-80%)- Satisfactory
    - N (79%-70%)- Needs Improvement
    - U (Below 70%)- Unsatisfactory
    - I- Incomplete
  - **Students in grades 3-5 will use the following grading scale:**
    - A- 90% and above
    - B- 89%-80%
    - C- 79%-70%
    - F- 69% and Below
    - I- Incomplete

### **INAPPROPRIATE VIRTUAL CONDUCT**

- Use of (or participating in using) personal or school technology resources to distribute, display, or record inappropriate material is a serious, Tier III violation of the Fulton Schools Student Code of Conduct. Inappropriate material does not serve an instructional or educational purpose and includes, but is not limited to, the following:
  - is profane, vulgar, lewd, obscene, offensive, indecent, or threatening
  - advocates illegal or dangerous acts
  - causes disruption to the Fulton County School District, its employees or students
  - advocates violence
  - contains knowingly false, recklessly false, or defamatory information
  - is otherwise harmful to minors as defined by the Children’s Internet Protection Act
- Any report of inappropriate virtual conduct will be investigated by the Dolvin administration and offenders will be subject to disciplinary consequences in line with the Fulton Schools Student Code of Conduct.

### **OFFICE HOURS/EXTRA-HELP SESSIONS**

- During scheduled time for office hours/extra-help sessions, teachers will be available to support students individually or in small groups via live, synchronous Microsoft Teams meetings.

### **POSTING LESSON PLANS & ASSIGNMENTS**

- Lesson plans and assignments will be shared with families and students each week.

### **SECTION 504**

- During URL, the 504 coordinator and instructional staff will ensure implementation of accommodations and/or modifications per student 504 plans to the degree possible.

### **SERVICES FOR EXCEPTIONAL CHILDREN**

- Special Education COVID Response Website <https://www.fultonschools.org/Page/19219>
- Special Education (SEC) instruction will be provided virtually to the extent possible. Teachers and service providers will ensure implementation of accommodations and modifications per student IEPs to the degree possible.
- SEC students will receive daily synchronous instruction for each content area in which they receive special education services. Additional instruction designed to address IEP goals and objectives will be provided.



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### **SST & RTI**

- During URL, the Student Support Team (SST) process and Response to Intervention (RTI) process will remain in place. Interventions and supports will be provided systematically to the degree possible.

### **STUDENT ATTENDANCE**

- Student attendance will be recorded by teachers for synchronous sessions and class/course appropriate alternatives in Infinite Campus.
- Attendance will be used to monitor student engagement, not for grading purposes.
- Grades K-1- Participation: One of the following must be met each WEEK to mark a student's daily attendance for the week:
  - Submission of weekly work packet or
  - Direct contact with parent/guardian that is logged or
  - Participation in a synchronous lesson
- Grades 2-5 Participation: One of the following must be met each DAY for **ELA or Math** to mark a student present for daily attendance:
  - Participation in a synchronous lesson or
  - Direct contact with parent/guardian/student that is logged or
  - Submission of an assignment

District and school policies regarding excused/unexcused absences remain the same.

### **STUDENT ENGAGEMENT**

- Students are expected to complete all coursework assigned by the end of the term.
- Second through fifth grade students are expected to attend & participate in online synchronous sessions (live -and- in real-time) daily.
- K and 1 students will be provided with learning packets, supplemented with optional daily live lessons.
- If a student is unable to meaningfully participate in synchronous instruction due to the nature of their disability, they will be provided with asynchronous options.

### **STUDENT CODE OF CONDUCT & STUDENT HANDBOOK**

- All district rules outlined in the Fulton Schools Student Code of Conduct remain in effect and can be reviewed at <https://www.fultonschools.org/codeofconduct>

### **STUDENT SUCCESS SKILLS**

- ReStart SEL lessons will be implemented for all students during the first six weeks of school (topics include understanding emotions, stress/fear management, support systems & resilience, etc.).
- Student Success Skills will be taught throughout the year using the ReThink curriculum.

### **URL & TECH SUPPORT FOR STUDENTS/PARENTS**

- URL & Technology Support Hotline (470) 254-2300.
- Public remote learning website and parent support resources including Microsoft training modules available <https://www.fultonschools.org/universalremotelearning>.
- Universal Remote Learning Parent Guide will be made available by the district.
- How to update student devices video- <https://www.youtube.com/watch?v=nalZmtkfleM&feature=youtu.be>
- For any questions/concerns/issues regarding a specific class, always contact the teacher first.