

# Cavett ES K-5

## 2020-2021

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REMOTE LEARNING HANDBOOK



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## TABLE OF CONTENTS

### **WELCOME**

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LETTER FROM PRINCIPAL	2-3
DAILY SCHEDULE	4
HOW TO LOG ONTO LEARNING PORTALS	5-7
TECH SUPPORT	7

### **STUDENT EXPECTATIONS**

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ATTENDANCE	8
ONLINE ETIQUETTE WITH TEACHER AND CLASSMATES	8
TUSD STUDENT CODE OF CONDUCT	8
ZOOM	9
APPROPRIATE USE OF TECHNOLOGY	9
CONSEQUENCES WHEN STUDENTS BREAK POLICIES	9

### **WHEN SUPPORT IS NEEDED**

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MTSS	10
COUNSELOR	10
ADMINISTRATION	10
OFFICE STAFF	10

# Cavett ELEMENTARY

TUCSON UNIFIED SCHOOL DISTRICT  
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CAROL LEESON, PRINCIPAL

**GIFTED AND TALENTED EDUCATION** Cluster  
**OPENING MINDS** through the **ARTS GOLD**

Aug 1, 2020

Dear Cavett Families,

Welcome to the 2020-2021 school year! I hope your summer was safe and you found some excitement and had some fun. It's always a joy to be able to spend time in the summer with family and friends, even if it's via Zoom. I want to WELCOME all new students and families to Cavett and welcome back our returning students! It's always a great day to be a Cavett Eagle! I know the students are getting ready for their virtual return to school and our staff is preparing for their return. Here are a few reminders for you:

- 1. School starts ONLINE via Zoom on Monday, August 10th @ 8:30 a.m.**
  - a. Teachers will send an email of their welcome letter and class expectations.
  - b. If you are still in need of a laptop for your child, please give us a call @225-1300 to check one out for your student.
2. School ends at 2:40 p.m. (Mon., Tue., Thurs., Fri.,) and at 1:40 pm on Wednesday.
3. School schedules will be posted on our website next week and each teacher will send out their class schedule to parents next week as well. You will notice on the schedules that we have LIVE Zoom sessions (Synchronous), tutoring, and small group work with the teacher, and designated times for students to complete work independently (Asynchronous). We are putting the final touches on our class schedules. Our goal is to be able to provide a schedule that will not be changed whether we are learning remotely or on campus. We do anticipate that minor adjustments will have to be made.

Although we are learning remotely, it is very important that your students are on time each day. Tardiness is not acceptable and has a negative impact on their learning. Each day begins with a morning meeting, attendance, and check-ins for additional support. If your child will be absent please call or email Ms. Cecilia Danielson the attendance technician @ 225-1300 ([cecilia.danielson@tusd1.org](mailto:cecilia.danielson@tusd1.org)) or Mrs. Myrna Quintana the office manager @ 225-1302 ([myrna.quintana@tusd1.org](mailto:myrna.quintana@tusd1.org)).

Safety is always a priority at Cavett. Please remember that even though we are not physically at the school, cyber safety and appropriate use of the internet/technology and Zoom platform will be expected and discussed by our staff to students.

Please do not hesitate to reach out to your classroom teacher for support, clarification, and concerns. Teachers will provide parents with an email, phone number and other various avenues of communication as we work and learn remotely. Please adhere to the teacher's designated office hours and allow the teacher 24 hours to respond to your request.

All of us here at Cavett are committed to providing the best education for your students. We need your involvement, ideas, and support. Feel free to call me at 225-1300 or email me at [carol.jeeson@tusd1.org](mailto:carol.jeeson@tusd1.org). You can stay informed about our school and upcoming events by visiting our website at <http://www.tusd1.org/cavett> and by following us on Facebook at <https://www.facebook.com/CavettEaglesTUSD>

### **Below are our important dates and events:**

★ **August 6<sup>th</sup>** from 2:00-2:45pm, I will host “*Zoom with the Principal* “. I will be available to greet parents, answer questions and/or concerns. Drop in and say “hi”. If you have a specific question about your child, please email me, as this Zoom is a public and open for all parents. General questions will be addressed to the best of my knowledge.

Join Zoom Meeting

<https://tusd1.zoom.us/j/5598722431?pwd=TDJGdGRlbVJnVXgxZUZEEdUJCXROZz09>

Meeting ID: 559 872 2431

Passcode: 494885

★ **August 7<sup>th</sup>** is “**ZOOM to MEET YOUR TEACHER**” day. Teachers will be available on Zoom from 9am - 9:30 am and again from 1pm-1:30 pm. This is the perfect time to drop into ZOOM to introduce your self and meet the teacher before the first day of school. If you have a specific question about your child, please email the teacher, as this ZOOM is a public and open for all parents. Your teacher will send you a Zoom invite via email for this event.

★ **August 18<sup>th</sup>** is *TENTATIVE “Back to School/Open House Night”*

This will be a Virtual event. Please mark your calendar for this event. More information will be provided and confirmation of date and time (evening).

School is officially open to answer your questions, concerns and to support you with registration. We are still under a “closed” status and not open to the public. If you need to come to the school to take care of any business, please give us a call ahead of your visit or call to schedule an appointment, otherwise call us at 520.225.1300 between 7:30am to 4:00pm Monday – Friday.  
SEE YOU ON ZOOM THE FIRST DAY OF SCHOOL: **MONDAY, AUGUST 10<sup>TH</sup>**

## Cavett K-5 Elementary Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:25 am	Teacher Planning Time				
8:25 - 8:45 am	Meeting, Announcements, Attendance				
8:45 - 10:00 am	ELA: Whole Group, Synchronous, Small Groups, Guided Reading, Asynchronous, Intervention, Enrichment				
10:00 - 10:15 am	Brain Break, Hand-washing, Movement				
10:15 - 11:15	Math: Whole Group, Synchronous, Small Groups, Guided Math, Asynchronous, Intervention, Enrichment				
10:15 - 11:45am					
11:02 - 11:12 pm	Grab & Go Lunch (Cavett Bus Bay)				
11:45 - 12:20 pm	Lunch				
12:20 - 12:30 pm	Attendance. Hand-washing				
12:30 - 1:00 pm	Science, Social Studies, Mind-Up, Counselor, PE				
1:00 - 2:40 pm	PLC, Office Hours, Phone calls, Synergy, MTSS, Student Parent Check-ins				
2:45 - 3:30 pm	Teacher Planning				

## Chromebook Take Home Devices—Getting Started

- 1) Start by opening your Chromebook and pushing the power button as pictured to the left. You will be unable to login until you connect to a Wi-Fi network. You will simply see a screen saying “Network not available” like pictured below. You will need to click on the time in the bottom right corner in order to bring up the System Menu.
- 2) Click the icon for “Not Connected” to show the list of available nearby Wireless Networks.
- 3) Pick a wireless network from the list. If it is a secured wireless network, you will be prompted for your password. Please contact your internet service provider if you do not have this. Click “Connect” once you have entered this password. What you’ll need: A: Your Wi-Fi network name: If you are utilizing a public/sponsored hotspot or have separate activation instructions from an Internet Service Provider (ISP) such as Cox, CenturyLink, or a Cellular Hotspot (Verizon, T-Mobile, AT&T, etc.) please refer to those instructions first. B: Your Wi-Fi password. This is provided by your internet provider, please contact them for support or refer to their documentation. It may also be labeled on the side of your modem.
- 4) Once connected to the internet, the screen will change to “*Sign in to your Chromebook*” and prompt you for your email address. Students: Use your student number with @s.tusd1.org  
Example: 1303232459@s.tusd1.org  
After you have your email in, click “Next”
- 5) Enter your password. At the beginning of the year, your password will be your student ID/matric number. You will be required to change your password in a later step for the security of your account.
- 6) When you first login to a Chromebook, there will be required disclaimer from Google as this is the first time we’ve utilized Chromebooks in the district. You’ll need to Accept to continue.
- 7) You’re logged in. Chromebooks simply use Google Chrome browser to access all the tools you need for school. Go ahead and click the Chrome icon on the bottom taskbar to get started.
- 8) Let’s start by getting your password changed. Type “office.com” on the address bar in Google Chrome, then hit “enter” on your keyboard.
- 9) Type in your full school email address including the @s.tusd1.org portion. For example, 13001010110@s.tusd1.org and then click “Next”
- 10) Confirm your school email address and type your password. As a reminder, this will be your Student ID/Matric at beginning of the school year. Click “Sign in” when you are done.
- 11) Once the Office Portal loads, click your avatar icon in the top right corner like the picture to the left, a drop down will appear. Then click on “My account” to move to the next step.
- 12) A new page will load, click “Password” from the left menu column of the My Account screen.
- 13) The password reset page will load. Please type your old password. Again, this is your Student ID/Matric number at the beginning of the school year. You will then create your own personal password. Please make sure to use a CAPITAL letter, number (1,2,3,4,5) and a special character (!,@,\$,%,&,:) when creating a secure password. Passwords should be at least 8 characters long. We ask that you please REMEMBER your password! Write it down if you must and keep it in a safe place you can reference later. Confirm your new password and click “submit” when you are finished. Your password will then be changed. Thanks for help keeping your account safe and secure!

14) You're on your way to learning! Visit <http://www.tusd1.org/LearnFromHome> for instructions on logging into Clever, Zoom, and Teams and more instructional resources.

## On a Windows Laptop you follow similar steps:

Once you're connected to WiFi and the internet, you're free to login to the computer.

### LOGGING IN:

Students: Use your @s.tusd1.org Example: [1301234567@s.tusd1.org](mailto:1301234567@s.tusd1.org)

Password: Reset to your Student ID/Matric for the 20/21 School Year

Important: Follow the steps to reset your password.

Password Reset Instructions

- 1) Open a web browser, Google Chrome or Microsoft Edge will both work. Type "office.com" on the address bar (pictured left), then hit "enter" on your keyboard.
- 2) Type in your full school email address including the @s.tusd1.org portion. For example, **13001010110@s.tusd1.org** and then click "Next"  
Confirm your school email address and type your password. As a reminder, this will be your Student ID/Matric at beginning of the school year. Click "Sign in" after.  
Once the Office Portal loads, click your avatar icon in the top right corner like the picture to the left, a drop down will appear. Then click on "My account" to move to the next step. A new page will load, click "Password" from the left menu column of the My Account screen.

The password reset page will load. Please type your old password. Again, this is your Student ID/Matric number at the beginning of the school year. You will then create your own personal password. Please make sure to use a CAPITAL letter, number (1,2,3,4,5) and a special character (!,@,\$,%,&,:) when creating a secure password. Passwords should be at least 8 characters long. REMEMBER your password! Write it down if you must and keep it in a safe place you can reference later. Confirm your new password and click "submit" when you are finished. Your password will then be changed. Thanks for help keeping your account safe and secure!



1. Go to [clever.com/in/tusd1](https://clever.com/in/tusd1)

2. Click on "Log in with Network Credentials."



3. Sign in using your 10-digit Student ID number (or "matric") plus @s.tusd1.org

Example: [1301234567@s.tusd1.org](mailto:1301234567@s.tusd1.org)

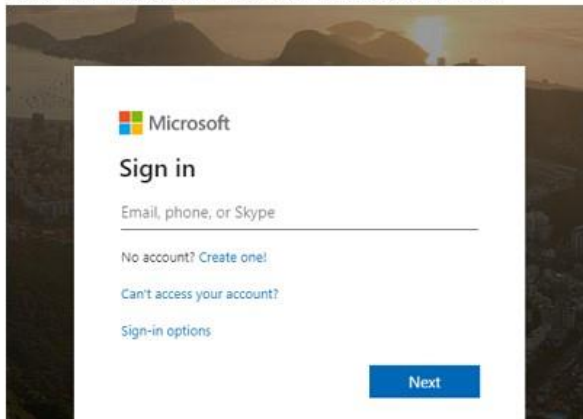
**All TUSD Students have access to email so they may communicate with teachers directly, participate in classroom chats and discussion in Teams.**

▼ How do students log in to Microsoft O365 (Teams, Outlook, etc.)?

Every TUSD student has an Office 365 account that has been set up for them. They can access their account by going to [portal.office.com](https://portal.office.com), clicking **Sign in** (top right), and then doing the following:

1. Enter < matric@s.tusd1.org > (without the < >) in the spot where it says "Email, Phone, Skype."

Students' matric number is their student ID number.



**If you have technical questions and/or need support, please email one of the following Cavett K-5 staff members:**

- Karen May – [Karen.may@tusd1.org](mailto:Karen.may@tusd1.org)
- Carol Leeson – [Carol.leeson@tusd1.org](mailto:Carol.leeson@tusd1.org)
- Front office – 520-225-1300 with directions below
  1. Leave your name and a call-back number
  2. Your student's name and grade
  3. The specific issue or question
  4. We will be picking up messages throughout the day in order to resolve and route issues efficiently.



## **Student Expectations**

### **Attendance**

Students are expected to sign into their Zoom meetings daily. Teacher will enter attendance in Synergy.

### **Grading**

- Teachers will adhere to district grading policy.
- Two entries in the gradebook per week.
- Attendance captured through Zoom synchronous attendance
- Online platform minutes (online platform data of assignments/quizzes completed and logins), office hour and small group attendance, minutes captured and attested to by the parent/guardian.

### **Online etiquette with teachers and classmates**

Online expectations are the same as in person: respectful communication, raise of hand option in Zoom, equity of voice (allow all voices to be heard), and contribution to discussion. If your teacher feels as though you are not following expectations, they will let you know and have the option to put you in the “waiting room” for a brief time to refocus. Code of Conduct expectations and consequences are the same.

### **TUSD Code of Conduct and Discipline**

The 2020-2021 Code of Conduct (COC) has not changed from the 2019-20 school year. Please click on the link below to see the pdf version of the current COC. Paper versions of the COC will be available on a limited basis at school sites. Below the link, there are clarifications of specific behaviors that are related to Covid-19 and CDC guidelines.

### **TUSD Code of Conduct (link to pdf)**

<http://www.tusd1.org/Portals/TUSD1/District/docs/Resources/050guidelines20.pdf?ver=2019-08-12-164836-183>

### **COVID-19 Related Expectations**

Students are to follow all expectations as stated in the TUSD Code of Conduct, including but not limited to:

- Respecting social distancing norms and guidelines while on campus.
  - keeping hands to selves and not touching other’s body or masks.
  - Intentionally removing own or other’s masks may be classified as violations: *recklessness, minor aggressive act, or endangerment.*
- Wearing a mask at all required times while on campus.
  - Failure to comply will result in progressive disciplinary action. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> offenses)

- Violations may be classified as *defiance and non-compliance* or other applicable offense.
- Respecting teacher's expectations for classroom ZOOM etiquette and rules.
  - Violations may be classified as *disruption, defiance and disrespect*, or other applicable offense.

### **Zoom**

Teachers will conduct their teaching over Zoom for the time being. Students are expected to log into Zoom each day for their learning sessions. Logging into Zoom multiple times a day is the expectation and will be used to take attendance.

**Synchronous (Live with Teacher):** Students are expected to follow their class schedule.

**Asynchronous (Independent):** Students are expected to complete all independent work assigned by the teacher.

### **Appropriate Use of Technology**

Technology (laptop, phones, tablet, etc.), whether provided by district or provided from home, is expected to be used with respect for all those around you. Please use good judgement when accessing learning sites and interacting with teachers and peers. Please refer to the code of conduct (see link provided) for more information on misuse of technology.

### **Consequences**

Consequences are aligned with the Code of Conduct (see link above). Teachers will give reminders of expectations, but if negative behavior persists, progressive discipline/consequences will be imposed.

## **When Support is Needed**

### **MTSS**

*Karen May, Karen.may@tusd1.org*

The MTSS facilitator monitors student academic progress and achievement via student test scores, class assessments and grades, teacher input, and other data. When a student is struggling in a class, the MTSS facilitator works with the student, family, teachers, and school staff to identify student needs, develop an intervention plan for that student, and monitor and adjust the plan's implementation.

### **Counselor**

*Paul Padia, Paul.padia@tusd1.org*

The school counselors support students in several ways:

- Develop student class schedules to best meet the needs of the student.
- Provide individual students with social emotional support.
- Identify learning challenges and work with school staff to provide interventions.
- Communicate with families on the academic and social emotional needs of a student.
- Provide social emotional lessons to whole classes.
- Facilitates restorative conferences for students

### **Administration**

*Principal: Carol Leeson, carol.leeson@tusd1.org*

The school administration is tasked with running a safe and organized remote learning environment including:

- Monitoring academics and behavior of all students.
  - Addressing behavior and academic concerns when they arise.
  - Analyzing test scores, student grades, and participation.
- Monitoring campus and all learning environments – physical and virtual.
- Providing restorative practices to students and staff.
- Ongoing training to staff on best practices in remote learning

### **Office Staff**

The office staff greets parents at the office counter, answers phone calls, communicates student and parent needs to the appropriate personnel, monitors attendance and records, provides support to teachers and staff, and much more. The office staff is responsible for helping the school run efficiently and smoothly throughout the day and school year. Office phone: 520-225-1300.