Santa Fe Indian School
Middle School

Distance Learning Handbook
2020-2021

Table of Contents

Middle School Academics Contact Directory

Campus Phone: 505-989-6393
Fax: 505-989-6346
1501 Cerrillos Road
Santa Fe, New Mexico 87502

Staff Name	Department	Phone #	Email Address
Salazar, Paula	MS Principal	(505) 690-0361	pssalazar@sfis.k12.nm.us
Abeyta, Christie	MS Assistant Principal	(505) 470-1466	cabeyta@sfis.k12.nm.us
Sandoval, Terrie	MS Secretary	(505) 699-6438	tsandoval@sfisonline.org
Merhege, Trevor	MS Dean of Students	(505) 795-2867	tjmerhege@sfis.k12.nm.us
Sixkiller, Karen	MS Tech Advisor	(505) 660-8517	kdsixkiller@sfisonline.org
Shije, Kim	SFIS Family Engagement Coordinator	(505) 819-8062	krshije@sfis.k12.nm.us
Chavez, Patricia L.	7th Grade PE /8th Grade Health	(505) 372-9733	plchavez@sfisonline.org
Cook, Brandon	7th Grade Math	(505) 372-9716	bdcook@sfisonline.org
Mojarro, Anthony	7th Grade Social Studies	(505) 372-9721	amojarro@sfisonline.org
O'Keefe, Carol	7th Grade ELA	(505) 372-9719	cokeefe@sfisonline.org
Padilla, Raymond	7th Grade Science	(505) 372-9723	rpadilla@sfisonline.org
Russell, Erin	7th Grade ELA	(505) 372-9720	enrussell@sfisonline.org
Abeyta, Jessie	8th Grade Science	(505) 372-9731	jdabeyta@sfisonline.org
Begay, Michael	8th Grade Social Studies	(505) 372-9730	mrbegay@sfisonline.org
Gorman-Jacquez, Suzanna	8th Grade ELA	(505) 372-9675	spjacquez@sfisonline.org
Madrid, Philip	8th Grade Math	(505) 372-9715	pjmadrid@sfisonline.org
Winfield, Maria	8th Grade ELA	(505) 372-9726	miwinfield@sfisonline.org
Crespin, Joann	MS Resource	(505) 660-6151	jcrespin@sfisonline.org
Prescott, Megan	MS Resource	(505) 660-6546	maprescott@sfisonline.org
Trujillo, Hannah	MS CBE Teacher	(505) 372-9722	hctrujillo@sfisonline.org

Middle School Health & Wellness Advisor Contact Directory

H&W Advisor	Department	Phone #	Email Address
Arquero, Virginia	7th H&W Grade Advisor	(505) 372-9727	vlarquero@sfisonline.org
Garcia, Agnes	7th H&W Grade Advisor	(505) 372-9724	agarcia@sfisonline.org
Joe, Devin	7th H&W Grade Advisor	(505) 372-9711	dbjoe@sfisonline.org
Mody, JeniMae	7th H&W Grade Advisor	(505) 372-9707	jemody@sfisonline.org
Montano, Florence	7th H&W Grade Advisor	(505) 372-9708	fmontano@sfisonline.org
Pacheco, Aurelia	7th H&W Grade Advisor	(505) 372-9712	apacheco@sfisonline.org
Valdo, Martina	7th H&W Grade Advisor	(505) 490-2845	mevaldo@sfisonline.org
Candelario, Gloria	8th H&W Grade Advisor	(505) 372-9729	gloriac@sfisonline.org
Chalan, Marie	8th H&W Grade Advisor	(505) 670-1629	mechalan@sfisonline.org
Garcia, Nikki	8th H&W Grade Advisor	(505) 372-9725	nrgarcia@sfisonline.org
Nieto, Jerilynn	8th H&W Grade Advisor	(505) 372-9709	jbnieto@sfisonline.org
Pacheco, Ashley	8th H&W Grade Advisor	(505) 372-9710	ampacheco@sfisonline.org
Pacheco, Dora	8th H&W Grade Advisor	(505) 372-9713	dpacheco@sfisonline.org
Sandoval, Joe	8th H&W Grade Advisor	(505) 372-9714	jsandoval@sfisonline.org

An Introduction to SFIS Distance Learning

Distance learning is going to be a big part of our 2020-2021 school year as we continue to face the ongoing community health threat of COVID-19. Our Middle School Distance Learning Goals are:
- **To make Distance Learning as seamless as possible and to enhance the quality of teaching and learning.**
- **To support students and families by improving user accessibility and time flexibility.**
- **Commitment to student learning.**

The easiest way to do distance learning is when we can connect our devices to the internet continuously. Still, we know that for many of our families a strong internet connection in the home is not always possible, and traveling to a hot spot or public wireless connection can be a burden.

For that reason, our program will be taking a distance learning approach, which will allow students with limited connectivity to complete most of their work without being connected to the internet. This will involve recorded lessons, digital texts, hands-on projects, and writing and problem-solving in Google applications such as DOCs, Forms, Sheets, and Slides. Students will need to connect to the internet at least twice a week to download new learning materials, and upload completed assignments. If coming onto campus becomes a possibility, students can also expect to pick up materials in person.

We want to make Distance Learning as seamless as possible. With the understanding, there may be connectivity challenges, the expectation is that students will connect with their teachers. Teachers will be available for regularly scheduled office hours, Google Meet (Guided Practice), by email or phone.

SFIS will continue to provide all students with Chromebooks to assist with distance learning. Other necessary materials may also be provided. While we know that this approach will be new and often challenging for students and families, we are confident that SFIS can continue to provide meaningful experiences for students to remain engaged in their learning.

Despite the enormous challenges we will face throughout the COVID-19 pandemic, we ask that students call on their Core Values of perseverance, integrity, and faith to continue to do their best as lifelong learners and SFIS Ideal MS Students. We also ask that students uphold their daily school expectations. This includes downloading weekly materials from teachers and reaching out to teachers during guided practice or office hours if additional support is needed.

Distance Learning Schedule

In addition to students connecting to the internet at least twice a week to download new learning materials and upload completed assignments; Students will also have the opportunity to log into Guided Practice sessions with select teachers on Mondays and Wednesdays. **These sessions are not required** but instead, offered to provide additional support from teachers synchronously (with others) to address clarifying questions from the Instructional Learning Video.

Guided Practice sessions will not introduce new information. Still, they will be conducted as a time to ask clarifying questions of the teacher based on the instructional materials students will have previously accessed.

Teachers will upload instructional materials every Friday by 12:00 pm. Students will have the weekend to download the following week's instructional materials so that it can be accessed offline if the student does not have regular internet access. Students will have until Sunday of the following week to upload and turn in assignments.

Students receiving services in the Special Education and Gifted & Talented Programs will check in with their teachers on Tuesday and Thursday and may require additional access to the internet.

	Monday	Tuesday	Wednesday	Thursday	Friday
Students	Guided Practice	Independent Work/Check-in	Guided Practice	Independent Work/Check-in	Download Instructional Learning Video(required)
Teachers	Math/SocialStudies/ *Elective	Office Hours	ELA/Science/ *Elective	Office Hours	Upload Instructional Learning Video
Student Success & Wellness		SPED Guided Practice		SPED Guided Practice	Health & Wellness
Guided Practice Times These session times are not required but encouraged. Session times are provided for students to be able to work synchronously (with others) to address clarifying questions from the downloaded Instructional Learning Video.	9:00am-9:45 10:00am-10:45 11:00am-11:45 1:00pm-1:45 2:00pm-2:45	**8:00am-4:00pm** Students or Parents can contact teachers via email, phone, or Google Meet ***additional office hours on Wednesday & Thursday*** *Office hour times on Tuesday are subject to change to 11:00am-4:00pm*	9:00am-9:45 10:00am-10:45 11:00am-11:45 1:00pm-1:45 2:00pm-2:45	**8:00am-4:00pm** Students or Parents can contact teachers via email, phone, or Google Meet ***additional office hours on Monday & Tuesday***	Teachers will upload Instructional Learning by 12:00-pm Students are required to get online and download the Instructional Learning Video by Sunday evening.

*Note: Semester 1 Electives (P.E.-7th grade & CBE-8th grade) will meet one time a week. Students can attend either Monday or Wednesday sessions for P.E.-7th or CBE-8th.

Student Sample Schedule

Friday (after 12:00 pm) - Sunday	The student connects to the internet to turn in the previous week's work and to download/offline needed materials for the upcoming week for each course.
Monday Guided Practice	MS students are encouraged to attend a Google Meet for one Math, Social Studies, and *Elective class. Sessions are staggered throughout the day so students can find one that fits their schedule.
Tuesday Independent Work	Students will spend time completing assignments from their Monday classes independently and can contact their teachers during Office Hours with any questions. SPED and G&T classes will have assigned meeting times.(***Note: students who do not have internet access can contact teachers during Office Hour to review instruction or to address clarifying questions***)
Wednesday Guided Practice	MS students are encouraged to attend a Google Meet for one Science, ELA, and *Elective session. These are staggered sessions across the day so students can find one that fits their schedule.
Thursday Independent Work	Students will spend time completing assignments from their Wednesday classes independently and can contact their teachers during Office Hours with any questions. SPED and G&T classes will have assigned meeting times. (***Note: students who do not have internet access will be contacted to review instruction and answer any questions buy their teacher or mentor***)
Friday Turn in Assignments	The teachers will have materials for the following week posted by 12:00 pm. Students will upload any assignments that haven't been uploaded for the week before 4:00 pm. Students will attend H&W sessions that are held via Google Meet at 10:00am and complete H&W activity/assignment.

*Note: Semester 1 Electives (P.E.-7th grade & CBE-8th grade) will meet one time a week. Students can attend either Monday or Wednesday sessions for P.E.-7th or CBE-8th.

Middle School Course Load

The Middle School student course load will be reduced to four core classes, one elective, and the Student Success and Wellness class each semester. Students remain in the same core content areas of Math, ELA, Science, and Social Studies for a full year. Electives will be semester-long courses.

Course Load Breakdown:

Semester 1	Semester 2
Math	Math
Science	Science
ELA (Reading/Writing)	ELA (Reading/Writing)
Social Studies	Social Studies
Elective (PE-7th CBE-8th)	Elective (CBE-7th Health-8th)
Student Success & Wellness (Special Ed, G&T)	Student Success & Wellness (Special Ed, G&T)

Best Practices for Students

Students are expected to participate in their learning actively. This includes:
- **Be present**. Minimize distractions by turning off media such as t.v., music, and other devices.
- **Be on time**. When attending Guided Practice sessions students should log in no later than 5 minutes after the start time. If a student is unable to login within that time, they should prepare to login to the next available session.
- **Be prepared to learn.** This includes having materials downloaded and viewed before the Guided Practice session for the week.
- **Find a dedicated workspace for learning.** For example, the kitchen table or a desk if possible, instead of your bed or living room couch. An appropriate place to work will help you focus on the task.
- **Wear appropriate attire**. Although we are learning from home, we ask our students to dress as if they were in person when attending Guided Practice sessions.
- **Demonstrate SFIS Core Values at all times.** We are still operating under our SFIS Student Rights and Responsibilities Handbook. Any inappropriate behavior or violations will be addressed by our Dean Of Students, Trevor Merhege.

Daily Work Expectations for Students

While we are following the Distance Learning schedule, students are required to dedicate 5.5 hours per day to their coursework. Coursework will include: time for downloading and uploading course materials, reading, watching video instruction, working on assignments, communicating with teachers, and when possible, or needed attending Guided Practice sessions and individual Google Meet.

Internet Connection Expectations

Even with a mostly "offline" curriculum, it will still be necessary for students to connect to the internet at a minimum of <u>three times per week (Monday, Wednesday, and Friday).</u> **We are encouraging students to connect to the internet and attend a scheduled Guided Practice session through Google Meet.**

Grading Expectations

Student work will be graded according to clear criteria provided by teachers in their course materials. Students and parents are expected to review course syllabi together at the beginning of the semester to understand the expectations. As always, SFIS teachers are available to discuss exceptions based on traditional doings and unexpected family circumstances. Families should communicate with teachers about these events as soon as they arise.

Students not making progress, not completing academic work, or opting not to participate during distance learning will receive failing grades. For promotion to the next grade level, students will need to pass 3 out of the 4 Core Content classes of math, ELA, social studies, and science. **Students who fail to meet these requirements will need to complete credit recovery or summer school.**

Late & Missing work

All work must be completed on time. Clear and consistent deadlines will be set by all teachers in their course materials.

When a student misses or knows they will not make assignment due dates they <u>must </u>contact their teachers and make arrangements to turn in any late assignments to avoid receiving a zero.

Late Work Policy
1. Teachers will enter an "M" in the gradebook for any assignment that a student does not turn in by the due date. They will put comments in the sidebar of the gradebook with either extension dates or comments that will let parents and students know the status.
2. After two weeks of the due date the "M" will become a zero if a student does not make arrangements with the teacher or does not meet the extension due date.
2. When a student is missing 3 assignments (this means academic work and not check-in grades) the *academic counselor will reach out to the parents and the students* to determine tutoring, clinical counseling referral, tech issues, etc. and assists the student and family to resolve issues.

If progress is not made, other actions for support could result in a conference with the principal, referral to the SFIS PASS Program, or outreach to tribal communities for further support.

Amendment to Attendance Procedure

Attendance Expectations *Updated August 25, 2020*

In a distance learning situation, students may be working at different times of day depending on their circumstances; therefore, no large-group "attendance" will be taken by teachers during the week. Instead, students will be responsible for logging on daily to NASIS (Native American Student Information System) and "marking" themselves as participating for the day. We will refer to this as **Daily Attendance Check-in on NASIS**, not to be confused with the weekly check-in students will need to do with each of their teachers.
This is how it will work:

- Students will login each school day to NASIS between 8:00 AM and 4:00 PM to mark themselves participating for the day.
  - For students with limited internet access, we recommend using a smartphone with the NASIS App or calling the Attendance Counselor.
    - Trevor Merhege, Mid School: 505-795-2867
- Students who do not login to NASIS daily to mark themselves as participating or make contact with the Attendance Counselor, will automatically be marked "absent" for the day at 4 PM unless a parent or guardian reports the absence to the Attendance Counselor. Attendance counselors will follow up with any absences that are not reported. Our regular Attendance Policy for excused and unexcused absences will apply (see SFIS Parent and Student Handbook).
- NASIS password or sign in problems can be addressed to the MS Assistant Principal Christie Abeyta at 505-470-1466.

*Since student attendance will be self-reported, the academic programs will not provide attendance awards this school year.

Student Weekly Check-ins with Teachers

In addition to submitting assignments each week for each course, **all *students are required to check-in at least one time per week with each of their teachers.*** Students receive 5 points for check-ins or 0 points when they do not check-in. Check-ins can be done via text, email, phone call, Google Meet during office hours or attending Guided Practice Sessions*.* Communication will be meaningful and engaging. Students will engage by:

- Asking a question about that week's assignment, reading, resources, or activity via email, text, or phone call.
- Attend a teacher's Office Hours to ask questions, receive tutoring, or engage with the teacher about the assignment or topic for the week.

Important Note: Connecting with the teacher to simply say "hi" or sit in a Google Meet without participating will not count towards full 5 points credit for this activity.

<u>Distance Learning Tips For Students</u>

Emailing your Teachers:
Make sure every email you send has a brief description in the "Subject" line. The subject line should be related to the message Don't forget to put a proper greeting and a closing for every email in your first message to a teacher, and always close with a signature. Make sure you proofread your email messages before sending it. Basic communication skills are essential to Distance Learning. Do not send an email message with no text in the body of the message. If you are attaching a document, be sure to write a brief message indicating what is attached and why you are sending it.
<u>EXAMPLE:</u>
To: myteacheremail@sfisonline.org
Subject: homework assignment question

Good Morning Ms. Abeyta,
      I'm having trouble with #4 on our math worksheet. I'd like to make an appointment with you
       on Tuesday at 1:30.

Thank you for your help,
     Jonathan R.

Calling and Texting your Teachers:
Please remember that your teachers have responsibilities outside of teaching and that although they want to help and support you their time needs to be respected. Please adhere to that by utilizing teacher office hours (Monday-Thursday 8:00 am-4:00 pm) for communication.

If you have the opportunity to call or text your teacher please remember to include your full name when you contact them. Teachers have over one-hundred students that they teach. It's important that they know who you are when you call/text.

- If you call your teacher and they don't answer leave a message with your full name and a brief explanation of why you called.
    - **<u>EXAMPLE:</u>** Hello, This message is for Ms. Abeyta. This is Jonathan R. I'm calling for help with a problem on the math worksheet. Thank you, Good-bye.

- It's recommended that you follow the same format as an email when texting your teacher for help.
    - **<u>EXAMPLE:</u>** Hello Ms. Abeyta. This is Jonathan R. I'm having trouble with #4 on our math worksheet. I'd like to make an appointment with you on Tuesday at 1:30. Thank you.

Distance Learning Tips For Parents

As we start the school year with the SFIS campus remaining closed, we understand that this means that your home will again have to function as a classroom setting. We know that for many households, that will not be easy. Your support and your commitment to helping your student stay on track with their learning will ensure success.

In that respect, we'd like to offer some tips on how to create a successful distance learning environment for your student.

- **Parent NASIS account set up:** To request a NASIS account visit the SFIS website. Under the Daily Bulletin click on Community Links tab where you will find the NASIS Parent/Student Login Help link to request access.
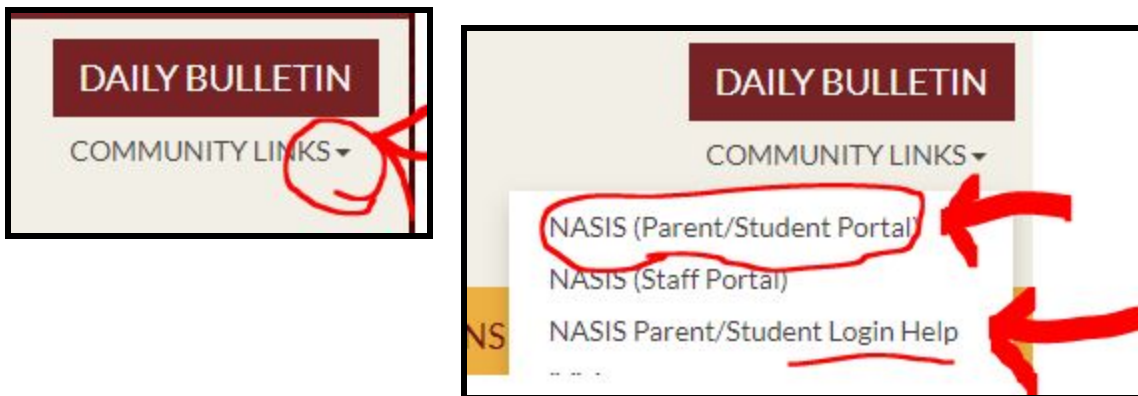
- **Get to know your student's work -** Look at the syllabus and the work expectations for your student's course so that you can encourage them and support them to meet deadlines. Accept an invitation to your student's Google Classroom so that you can understand the workload. Stay connected to their grades and assignments through NASIS.
- **Communicate with the teacher -** This is probably the most important piece of advice that we can give. Teacher email addresses are listed on page 3 of this handbook, as a parent please use the sfis.k12.nm.us version of teacher email. Without typical classroom settings, it's hard to know if students are struggling. Maintaining good communication is key when ensuring academic success.
- **Set a schedule for your student's learning** - It can be challenging for students to set aside time to do school work with disrupted schedules. Help your student set aside some time that is just for school work and balance that with home responsibilities and getting active outside.
- **Encourage sleep! -** It's okay to let them sleep a little later, but make sure that time to focus on schoolwork is part of your student's day. Help them see it as though they were going to school every day, staying up late into the night will not help them be productive learners the next day.
- **Create a work-from-home space -** If possible, find a table or desk that can be your student's designated workspace where they can focus just on their schoolwork and keep any materials they need for their learning.

Distance Learning Agreement

Middle School Parent/Student Distance Learning Agreement

1.   I understand I will be responsible for logging on daily to NASIS (Native American Student Information System) and "marking" myself as participating for the day. I will refer to this as **Daily Attendance Check-in on NASIS**, not to be confused with the weekly check-ins with my teachers, failure to do so will result in a follow-up from the MS Dean of Students/Attendance Counselor.

2.   I understand that I am required to turn in all assignments. Multiple late assignments will result in a follow-up from MS Academic Counselor or a PASS referral.

3.   I understand that I am encouraged to attend Guided Practice Sessions on Monday and Wednesday.

4.   I understand I am required to check-in at least one time per week with each of my teachers. I also understand I will receive 5 points for these check-ins and not doing so will result in zero points. *Check-ins can be done via text, email, phone call, Google Meet during office hours or attending a Guided Practice Session.*

5.   Video conferencing will be offered as a way of connecting with teachers and other SFIS Staff. I understand that video conferencing and meetings with students will never be recorded. As a student, I will not record my teachers or classmates on any device without their consent nor will I share recordings of my teachers and classmates on social media.

6.   I will inform my teacher, student living staff, or other school staff in a timely manner if I am experiencing difficulty in my course or have technical difficulties. It is my responsibility as a student to communicate with the teacher or to let them know when I cannot participate in distance learning due to family circumstances.

7.   I understand that teachers are creating learning materials that can be used without the internet but I will commit to accessing the Internet a minimum of two times a week in order to download necessary learning materials and to send my work back to teachers.

8.   I commit to following SFIS's Student Internet Safety & Acceptable Use Policy (found in the student registration packet) and that I will uphold SFIS's core values at all times in a distance learning environment.

9.   I commit to uploading an appropriate profile picture of myself for my sfisonline account, or have no picture at all. I agree to not use any other images for my profile picture, unless they are of myself and appropriate for school.

10.   I commit to reading and referring to the SFIS Middle School Distance Learning Handbook.

Student Support Connections

Connecting with Teachers - Open Office Hours

All Middle School teachers will be available for office hours Monday through Thursday 8:00am-4:00 pm. Tuesday office hours are subject to change to 11:00am-4:00pm. Students or parents can contact teachers via phone, Google Meet, or their sfisonline email.

Connecting with the Library Media Center - Open Office Hours

SFIS Library Media Center (LMC) staff will also be available on Google Meet to assist students and parents. An open link to library office hours will be shared via Google Classroom, and further information will be posted on the LMC webpage: https://lib.sfis.k12.nm.us. Students and parents should feel free to email the library staff with questions. *Please allow 24 hours for a reply.

Jennifer Guerin, LMC Coordinator (jguerin@sfisonline.org)
Brian Valinksi, Instructional Media Specialist (bvalinski@sfisonline.org) or
Tara Abeita, Library Technician (tabeita@sfisonline.org)

Connecting with Tech Support

Karen Sixkiller will be offering Tier-One Tech Support. Tier-One Tech Support includes passwords resets, basic troubleshooting, and offlining material. Tier-Two tech support will be provided by SFIS IT Department. Students will be asked to first work with Ms. Sixkiller before submitting a help ticket to the IT Department.

Karen Sixkiller
Students contact Email: KDSixkiller@sfisonline.org
Parent contact Email: KDSixkiller@sfis.k12.nm.us
Phone: 505-660-8517

IT Help Ticket
Technical Support will be provided for students from 10am to 5 pm Monday – Friday. E-mail: helpdesk@sfis.k12.nm.us Call: The IT Office (505) 989-6377 for a callback. ***Include your name and phone number in phone and email messages.***

Connecting with Health and Wellness Advisors

We understand that our students have obligations outside of their academic lives. We want to encourage overall well-being with our students. This includes maintaining social and emotional health. With this in mind, our program is offering support through our Middle School Student Living (MSSL) staff members.

MSSL Staff will be assigned to work with students as a mentor. They will not only be an additional point of contact for students and parents but serve as a support for students as they balance their responsibilities at home during Distance Learning.

Connecting With Mental Health Support

The SFIS Counseling Center has licensed clinical counselors available to support all high and middle school students. We utilize a holistic wellness framework that honors the whole person and the profound influence of the family system on the adolescent. Our services embrace the SFIS Core Value of Acceptance (inclusive of diversity) and are provided in a trauma-informed and culturally sensitive manner.

Due to campus closure all services are provided via Telehealth (requires a high-speed internet connection) or Telephonic (requires a telephone). To ensure the success of telehealth/telephonic counseling services a student must have a private space to conduct the counseling sessions, preferably uninterrupted. Additionally, if a parent can help remind a student when their appointment is scheduled and ensure they have the phone or device is working/available for the student during the appointment time. Counselors are sending appointment reminders to students via text and email as well.

If you would like to speak with a counselor you may:
- Request a counseling referral from a teacher or other school staff member.
- Contact a counselor directly and request services.
- Call **Maria Brock, Student Wellness Director** directly at 505-908-1315

Staff is available Monday through Thursday, 7:00 AM to 8:00 PM and Fridays from 7:00 AM to 5:00 PM.

Connecting With Tutoring Support

Tutoring program (tutor help, evening assistance) will be available Monday - Friday 4:00 PM -8:00 PM. The coordinator is available during those hours. Individual tutor's hours below:.

Extended Learning Program

James Garcia, Coordinator

- All Subjects
- Google Meet code: jgtut2020
- Monday—Friday 1pm—9pm
- jjgarcia@sfis.k12.nm.us
- jjgarcia@sfisonline.org

Stacy Brossy, Tutor

- All Subjects
- Google Meet code: sbtut2020
- Monday & Wednesday 5pm—8pm
- Tuesday & Thursday 6:15pm-8:00pm
- sbrossy@sfis.k12.nm.us
- sbrossy@sfisonline.org

Glenn Castro, Tutor

- All Subjects
- Google Meet code: gctut2020
- Monday –Thursday 4pm—8pm
- gacastro@sfis.k12.nm.us
- gacastro@sfisonline.org

Clara Natonabah, Tutor

- English, SHP
- Google Meet code: cntut2020
- Monday thru Thursday 4:00PM to 8:00PM
- CNatonabah@sfis.k12.nm.us
- cnatonabah@sfisonline.org

Johnathan Gonzales, Tutor

- Middle School, SHP
- Google Meet code: jdgtut2020
- Monday thru Thursday 4:00PM to 8:00PM

SFIS Tutoring Hours:

Monday thru Friday 4:00 pm 8:00 pm

OCTOBER 2020

Special Education, Section 504 & SAT

Special education teachers and related service providers will provide support services specified in the Individualized Education Plans to the greatest extent possible through distance learning. Attendance for additional appointments and check-ins with students may be required for specialized instruction to support individual academic needs. Ongoing communication with parents via email, phone, and other online platforms is essential.

504 Plan accommodations will be implemented to the greatest extent possible during school closure. Parents & Guardians will be notified of any interim changes to a student's 504 plan and may be asked to participate in determining interim accommodations with the 504 team. When students return to campus, 504 plans will resume with their pre-school closure accommodations.

Regarding Special Education, parents can contact:
Seatha Pacheco, Special Education Coordinator
Phone: (505) 629-3210 or
Email: spacheco@sfis.k12.nm.us with questions or concerns.

Regarding Section 504, and SAT Process, parents can contact:
Christie Abeyta, Assistant Principal and 504 Coordinator
Phone: (505) 470-1466
Email: cabeyta@sfis.k12.nm.us with questions or concerns.

Device Information

SFIS will be providing students with a new and updated Chromebook to meet their distance learning needs for the 2020-2021 school year.

The new Chromebook is a Samsung Chromebook Plus with 4G LTE. Some upgraded features of this Chromebook (compared to our older Chromebooks) are:

- 360 degree hinge to convert from a notebook to a tablet;
- 32 GB of storage (twice as much as older Chromebooks)
- Touchscreen with a built-in stylus pen for drawing and writing on the tablet;
- OS system optimized to support android apps such as Google Classroom and Google Drive
- Built-In Verizon 4G LTE capability. Supports a sim card to connect directly to data networks for students without a broadband internet connection.

These Chromebooks will come loaded with all the necessary apps including key Google Suite apps such as Google Classroom, Google Docs, Google Drive, Gmail, and others.

Students who have a smartphone, either IOS or Android, may find it helpful to download these apps on their phones. While we don't recommend using a smartphone for creating and editing documents, smartphones can be helpful tools for communicating with teachers (text, email, video, calls), watching videos online or offline through Google Drive, and using e-readers or reading PDF.

Password Assistance

Google and Chromebook password assistance is available during the school day by contacting Karen Sixkiller by phone or text at 505-660-8517. **When leaving a message (email, voicemail, or text) Please enter your full name and grade level.** She can also be reached by Gmail: KDSixkiller@sfisonline.org or Email: KDSixkiller@sfis.k12.nm.us .

Important Apps

Our new Chromebooks will come with important apps installed on them for student learning. The most important apps we will be using are Google Drive, Google Classroom, and Google Meet. All of these programs are available through the chrome web browser, but we highly recommend using the mobile app on your Chromebook. Particularly for using offline functions, the apps are designed for easy use.

Gmail

All SFIS students have a Gmail address through our google domain sfisonline.org. This will be the way that teachers and administrators communicate with students. Gmail can be accessed through the web at gmail.com or through a mobile device app. Sign in with your sfisonline email address and password.

If you don't know your sfisonline credentials, contact Karen Sixkiller at 505-660-8517 or kdsixkiller@sfisonline.org. **When leaving a message (email, voicemail, or text) Please enter your full name and grade level.**

Google Meet

Google Meet will be our platform for video conferencing with teachers.

Teachers will provide links to Google Meetups for Guided Practice sessions. This is the ideal way for students to check in with their teachers. Students should plan to connect to the internet at least twice a week, Monday and Wednesday, to make contact with teachers during Guided Practice sessions.

Google Meet can be accessed via Google Classroom, web, Google Calendar or mobile app internet connection.

Google Classroom

All SFIS courses will be conducted through a Google Classroom this year. This will be where teachers post assignments and where you turn your assignments in. At the beginning of the course, you will receive a course code to join the Google Classroom from the teacher.

For those students who have old Google Classroom classes from previous years, it is highly recommended that you archive your old classes. To do this, go to classroom.google.com. In a class, you want to archive, click on the three dots and then click "Archive" *(see image)*
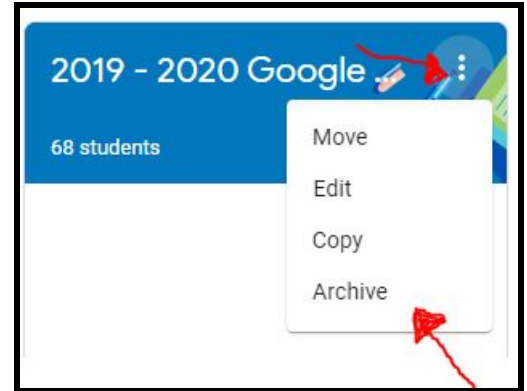
Parent Request for Google Classroom reports

Parents can request to be invited to connect their email to their student's google classroom, which will allow them to receive weekly or daily reports about assignments and student scores. This will assist students in knowing what work expectations are for the week. Please contact the teacher directly (contact info is on page 3 of this Handbook) to receive an invite.

Google Drive

Google Drive is a very important app for organizing your digital files. Not only can you create new files in Google Drive, but any file that your teacher creates for you in Google Classroom also gets stored in your Google Drive in a classroom folder. You can always access these files through Google Classroom, but if you will need to download files or make them available to use offline, you need to be able to access the files through your Google Drive. There are two different ways to get to those files:

You can go through Google Classroom:

1. Click on "Classwork" in one of your google classrooms
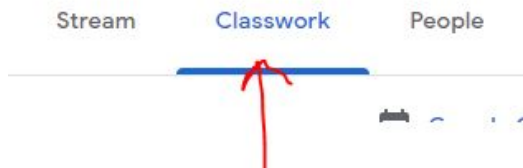
2. In the far left corner click on "Class Drive Folder"
3. You are now in a folder for all your files for that classroom.

You can also find your work and materials directly through Google Drive:

1. Log into your Google Drive
2. Click on "My Drive"
3. Find your course folder and inside will be the files for your course.
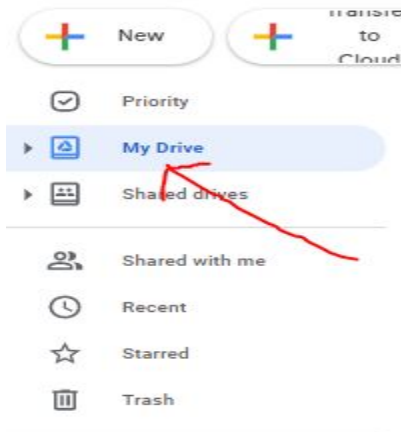
4. Find the grey "Classrooms" Folder
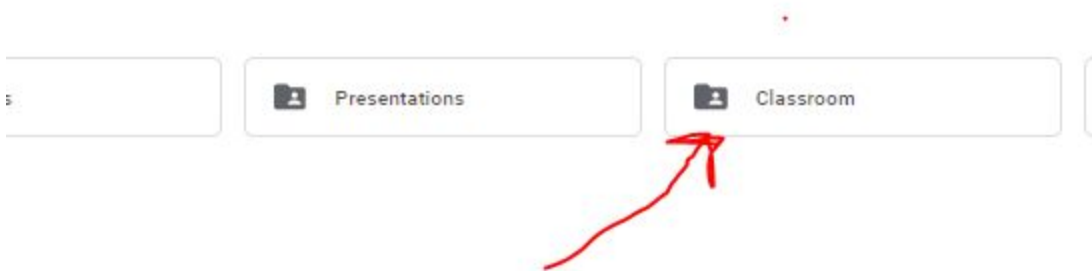
5. In the classroom folder you will find all the files for that course. This will be particularly helpful if you are trying to make these files available for offline use.

Google Calendar

Your Google Calendar is an important tool for keeping track of assignments, meetings, and due dates. It can be accessed from the app square whenever you are logged into your sfisonline account, or directly from Google classroom.

From any Google Class, simply click on the "Classwork" tab at the top of the page and look for the "Calendar" icon in the upper right corner.
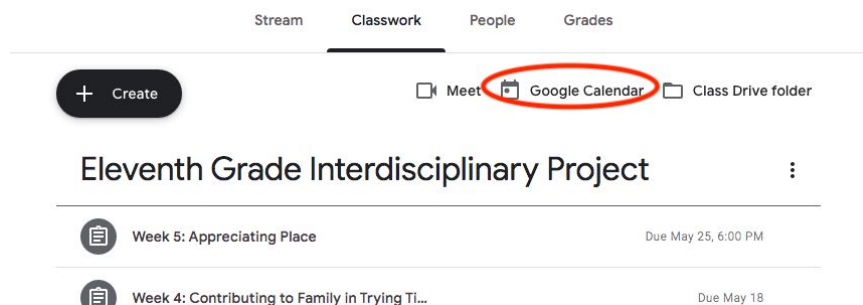
This will give you a view of your calendar, which will automatically show all Google Classroom assignment due dates and scheduled Google Meet. To choose or adjust which classes you want to populate the calendar, simply check the boxes for those classes on the left side of the page.

You may also add your own events and reminders to your calendar by double clicking on any date and entering information manually.

Working Offline

SUMMARY OF STEPS:
1. Connect to the internet with your Chromebook
2. Go to each Google Classroom and open the new week's assignment

3. Open each Google file and make it available Offline. Open other files (videos, PDF's etc.) and Download them
4. Disconnect from the internet and work on your assignment
5. Re-connect to the internet to upload and turn in your work
6. Delete or remove Offline access for old document you don't need any more

For some students, regular internet connectivity may not be a problem. Yet for many students, regular internet access in the home is not available all the time. Students may find themselves in situations where they are working off of a mobile hotspot, or they have to drive to get access to a public signal. To prepare for dilemmas families may be faced with, our program will be taking advantage of Google Drive's offline functions in preparation of students who are not able to connect to a Wi-Fi or mobile network.

All new SFIS Chromebooks distributed at the beginning of the Fall 2020 semester will have the Google Drive App installed. Use of the installed App. is the preferred way of accessing coursework during offline use. If you happen to have a device that does not support the App., you can access offline as well through the website.

This approach allows coursework to be accessible for all students. Meaning, students will still have the ability to view and edit files using the Google Drive App while not connected to the internet. Coursework may include: Google Docs, Google Sheets, Google Slides, Videos, Images, and PDFs.

Once you learn how to make documents available offline, you can work on Google Docs, watch instructional videos, and read files without being connected to the internet. You can write a whole paper offline and then send it to your teacher the next time you have a strong internet connection.

Using the Google Drive App Offline

The Google Drive app will come pre-installed on your new chromebook. This app is the way that we recommend as your main tool for connecting to google drive. We do not recommend using your phone to type or edit long assignments, but your phone can be an excellent tool for watching videos or reading PDFs. *You do not have to do this step if you have a constant internet connection in your home. This is only for students who want to work without regular internet access.*

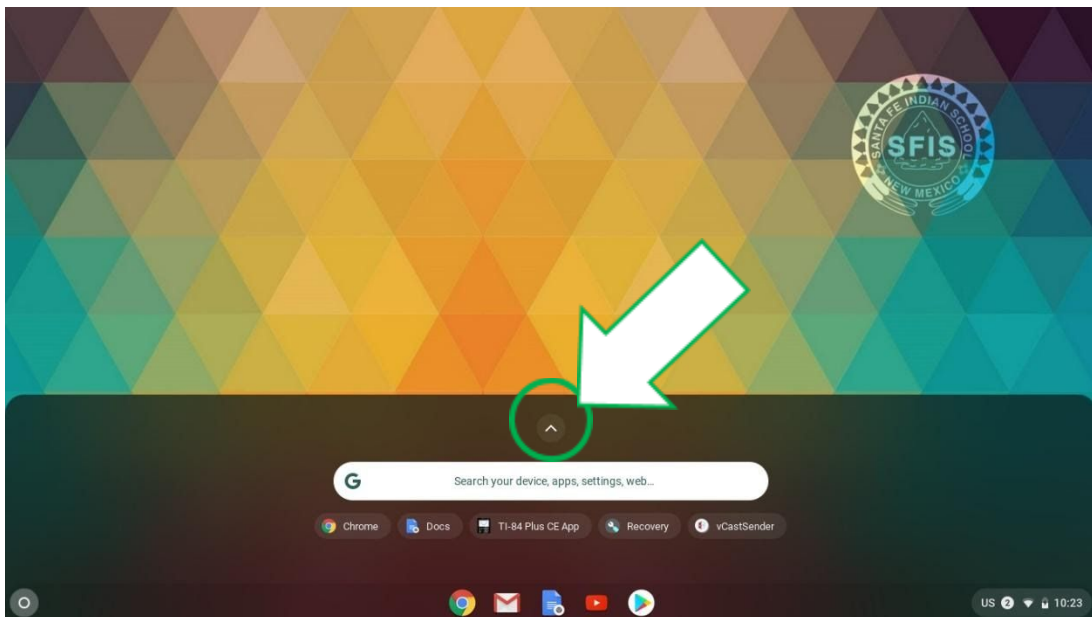## SET UP: Important: You must be connected to the Internet to make your files available for offline access.

How to Save Files Offline

1. Login into your Chromebook and open the Google Drive app **(not the web extension version)**
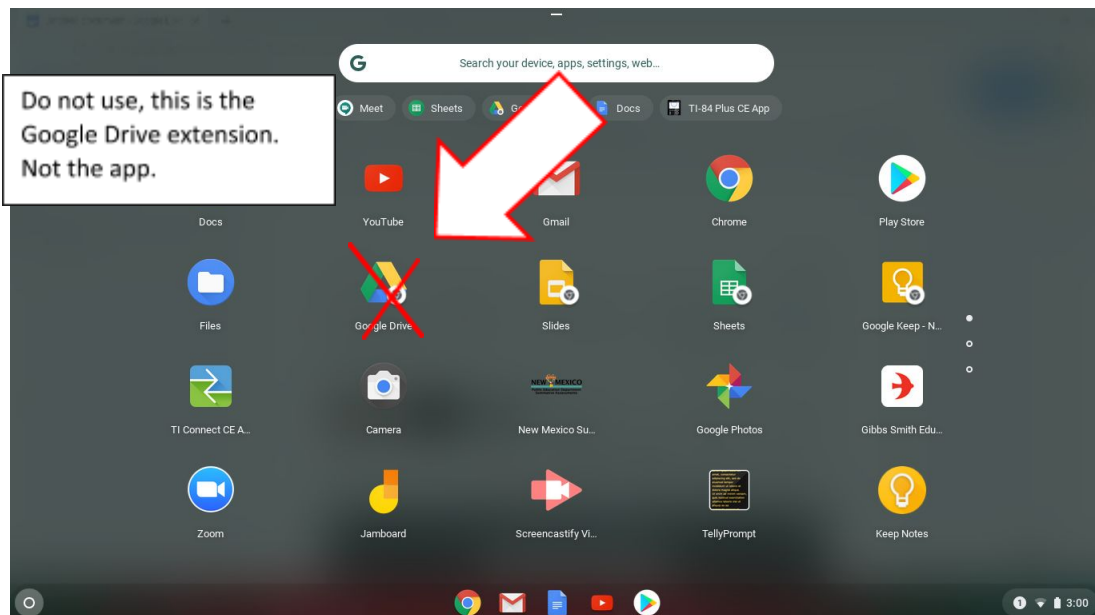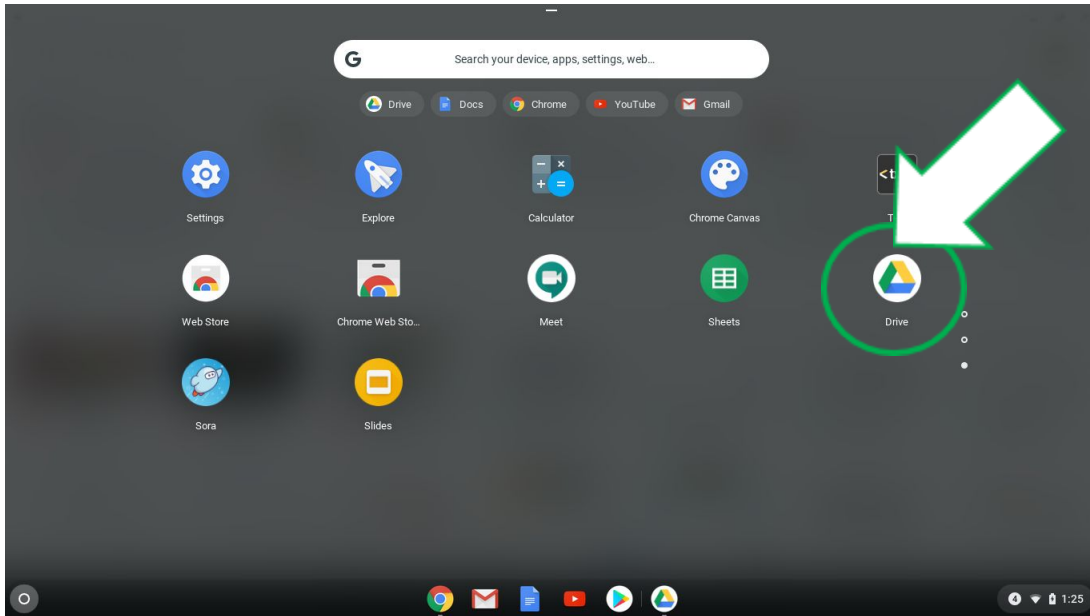2. Open the "App Drawer"
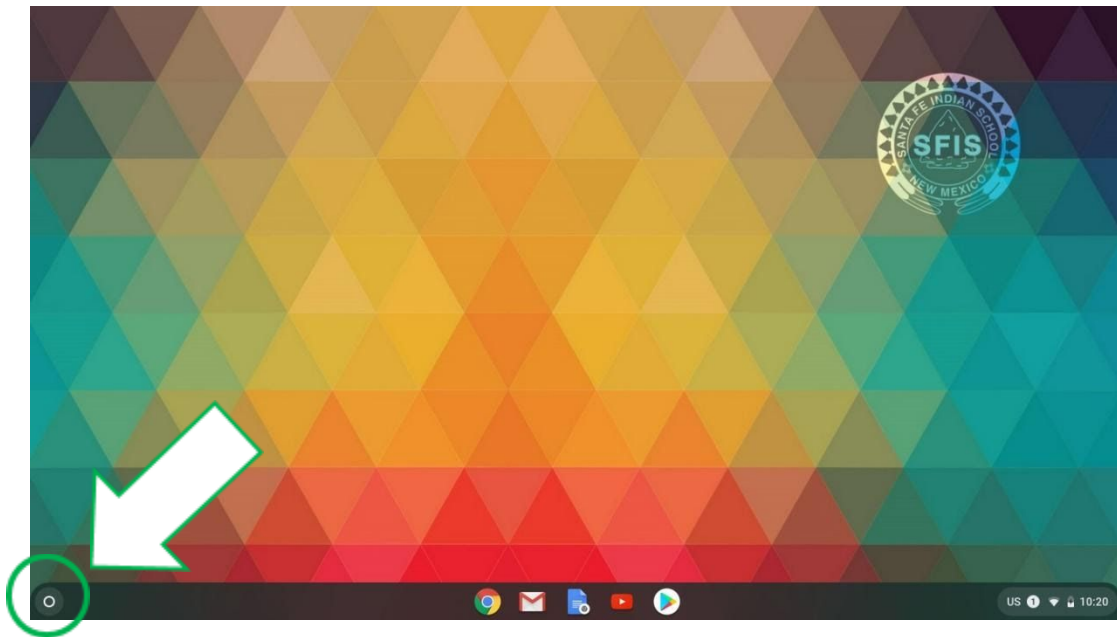
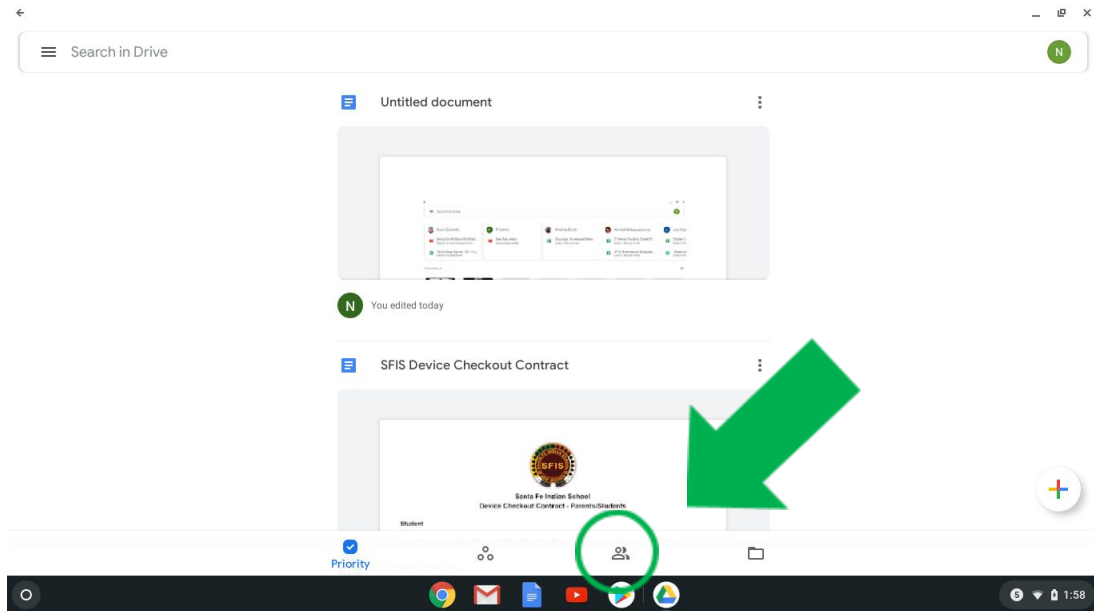3. Click the up arrow to expand the App Drawer to display all apps

4. Select and open the Google Drive app from the App Drawer (there are two versions of the Google Drive app, make sure to find and select the one with the white circle background)
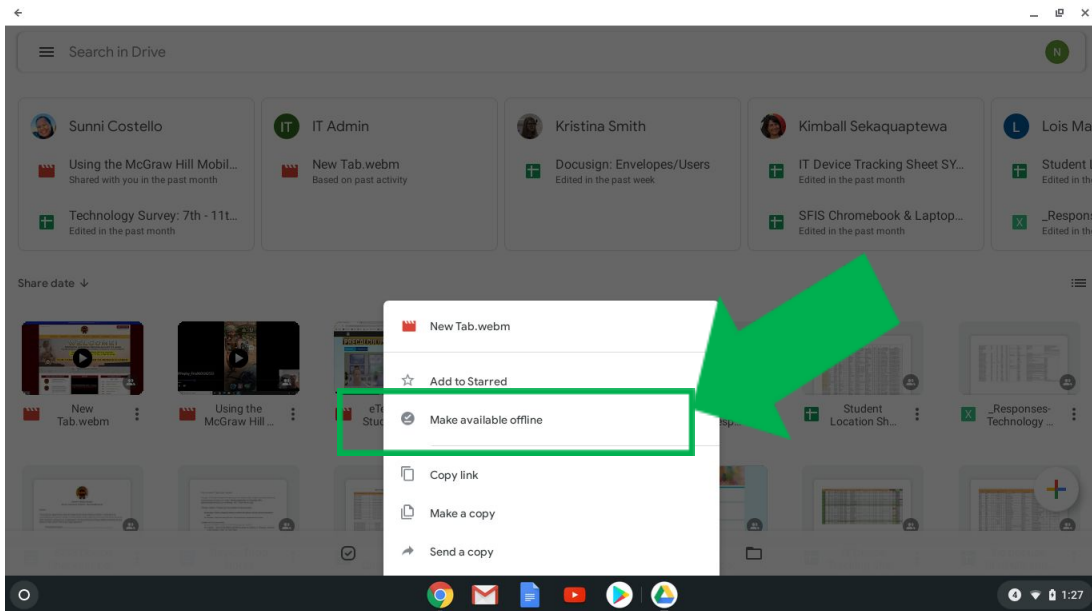
5. Once Google Drive is open, select the "Shared" tab at the bottom of the window


6. You will see all the shared drives/files from your classes. Look for the file(s) you want to download to your Chromebook and click on the three dots on the right side of the file to open the menu with the option to save offline
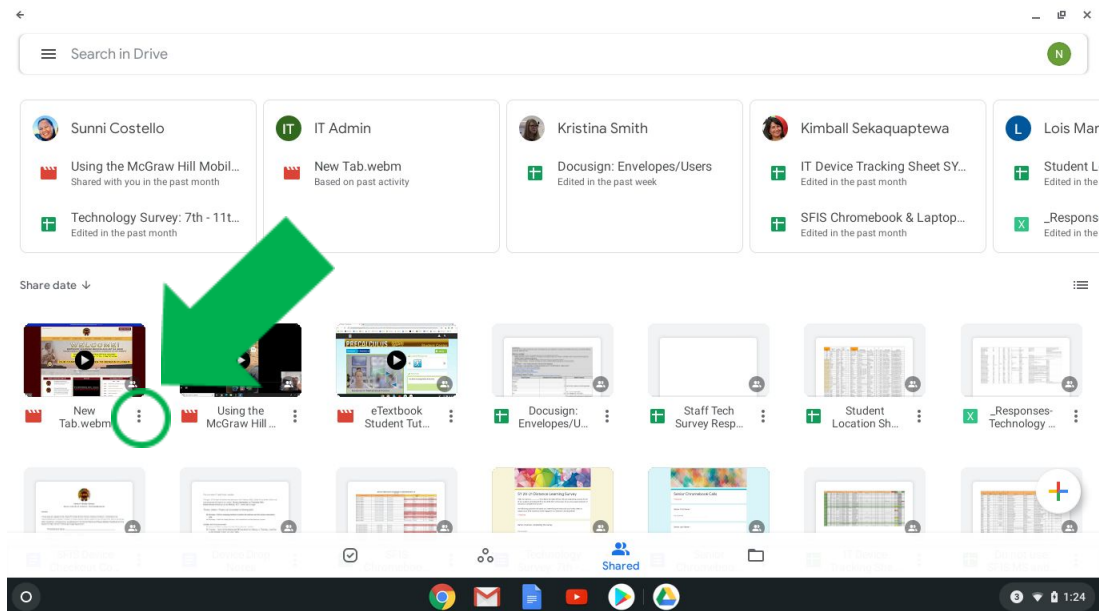
7. Select "Make available offline" (icon should be grey)

8. Click on the three dots again to verify that your file has been downloaded. It should now say "Available offline" (icon should be green)
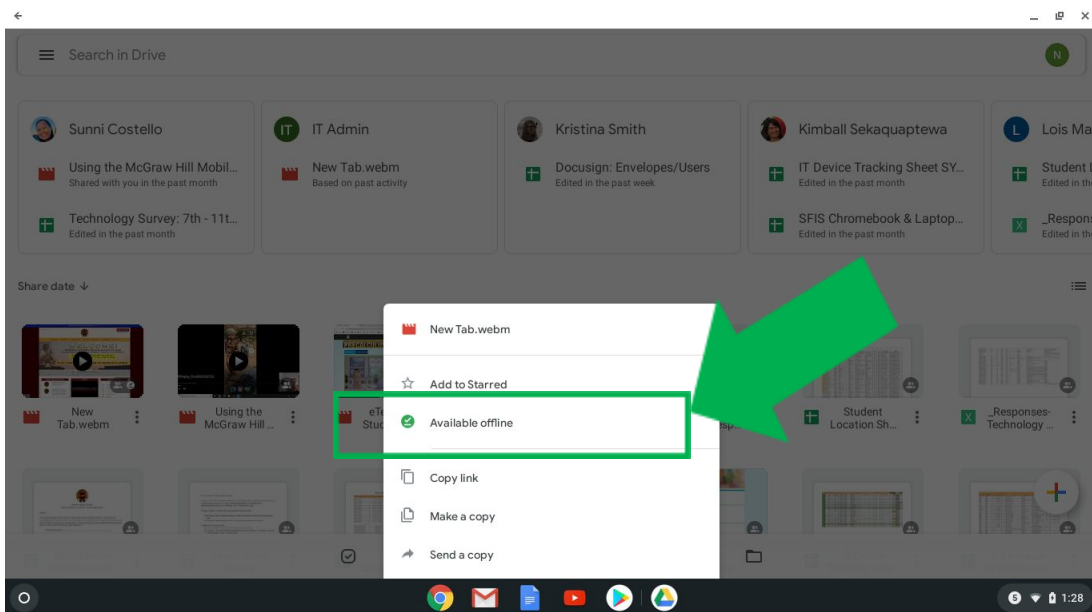
9. Continue to follow these steps to save files to your Chromebook

Note: If unable to save files to Chromebook, submit a IT Help Ticket to helpdesk@sfis.k12.nm.us for further assistance

How to watch Screencastify videos on Chromebook
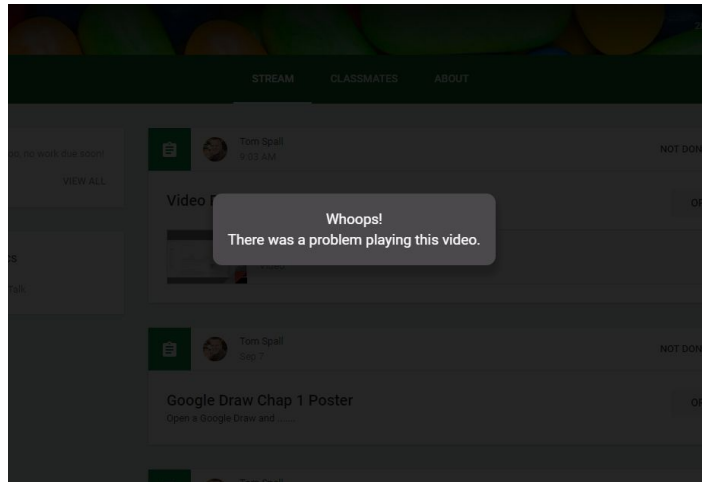
If you are having issues viewing Screencastify videos on your Chromebook, check the following items

- A decent or strong Wi-Fi connection
- Chromebook OS is up-to-date

If you are still having issues viewing Screencastify videos from Google Classroom on the Chrome browser, then follow these steps to view/save videos to your Google Drive app on your Chromebook

1. Open the Google Drive app on your Chromebook and go to the "Shared" tab, this is where all your classwork can be found
2. Click on the three dots for the video you want to save offline
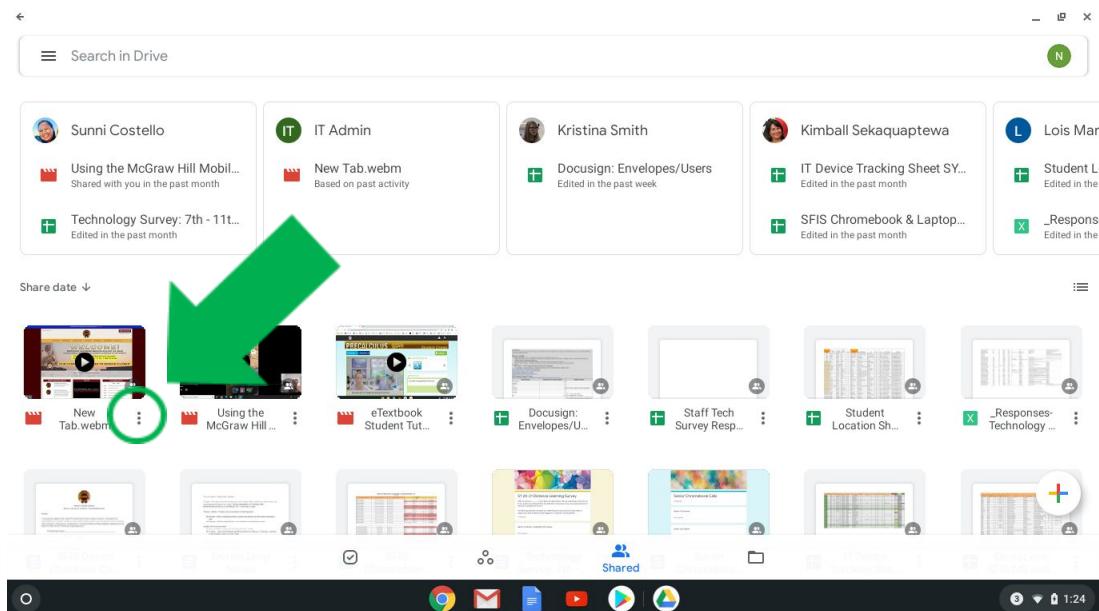
3. Select "Make available offline"
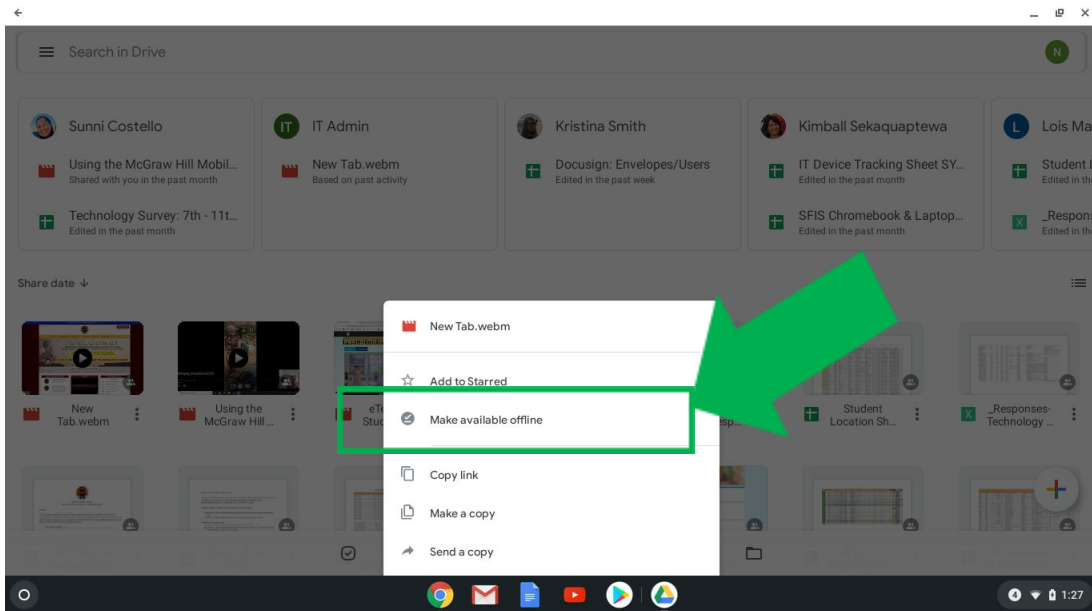
4. Now you can watch the video from the Google Drive app without issue
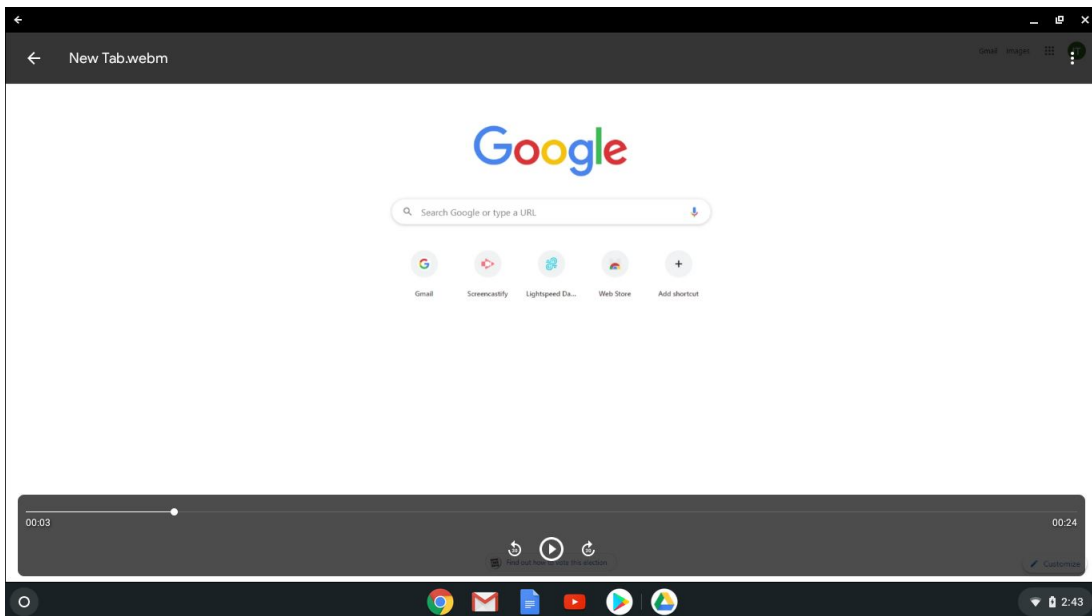
5. Follow this method for when you can't immediately view videos on Google Classroom from your Chromebook

Note: If you are still unable to view or save videos to Chromebook, submit a IT Help Ticket to helpdesk@sfis.k12.nm.us for further assistance
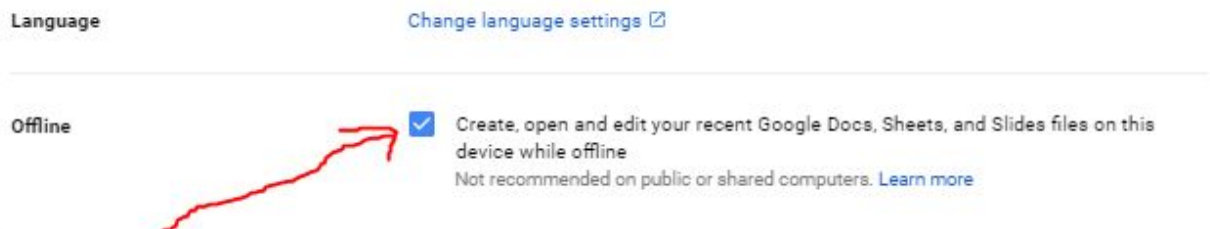
Helpful Tutorial: How To Use Your Chromebook
https://www.youtube.com/watch?v=eSsBLPFCxyo

Set up for Google Drive offline Access When your using a Windows or Mac Device:

1. Before you turn on offline access:
   - **You must be connected to the internet for this initial set up**
   - You must use the Google Chrome browser
2. Open your google drive in Chrome. Make sure you are signed in with your sfisonline account
3. Go to drive.google.com/drive/settings or click on the gear in the upper right hand of the screen and then click settings.
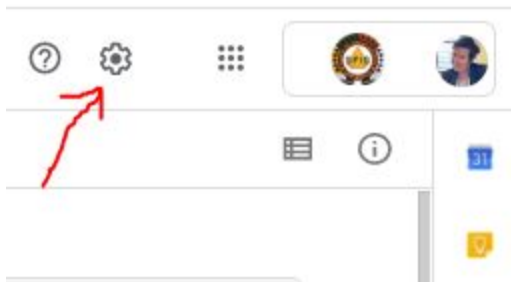
4. When you are on the settings menu, check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline." If you plan on using this feature regularly, leave this box checked.

5. Your computer is now set up for offline google use

Helpful Tutorial for non-Chromebooks:
https://www.youtube.com/watch?v=fkiHwZk-fz0

Managing Space on Your Chromebook

You will need to delete downloaded files and take files out of "Offline" to make space on your Chromebook for future files. Unlike our computer network here at school, Chromebooks are not meant to store an enormous amount of files, especially video files which take up a lot of space. It will be important to periodically remove files from offline status or delete files that you have downloaded to your Chromebook to make sure you have enough space to use new files.

Taking files out of "Offline" status

1. Google Drive files only take up space on your Chromebook when they are available offline. Once you take them out of offline status, they are stored in the cloud and don't take up space on your computer.
2. To take it out of offline status, just right click on the file in google drive, and click "Available Offline"
3. You should see the switch go from blue (offline) to grey. This document is now available online only.

## Deleting stuff from "My Files" on a Chromebook

1. To view and manage the files stored locally on your Chromebook first click the Launcher button in the lower-left corner of your Chromebook's display (it's like the start button on Windows). A window will open showing the apps you have used recently. Look for the Files app. If you don't see it, click All Apps and find the Files app listed among all of your Chromebook's apps.
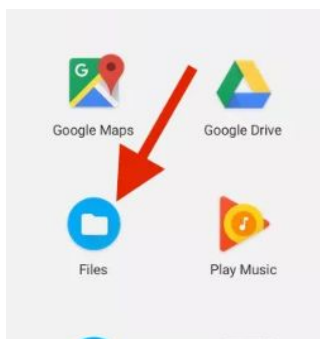
2. From the Files window, click Downloads from the left panel. The files in this Downloads folder are stored locally on your Chromebook.
3. You can delete these files by clicking on the file then clicking the trashcan icon in the upper right-hand corner.
4. If this file isn't already in your Google Drive, you can also copy it to your drive by clicking and dragging the file to your Google Drive app. This will copy it to the cloud and then you can permanently delete it from your Chromebook

## <u>Checking how much storage you have on your chromebook</u>

1. Open the downloads folder in the Files App (see instructions above)\\
2. Click the three dots in the upper right-hand corner and a small window will open which shows you your storage capacity.
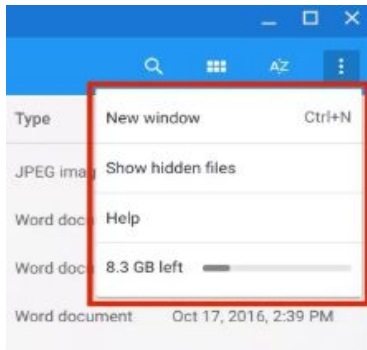
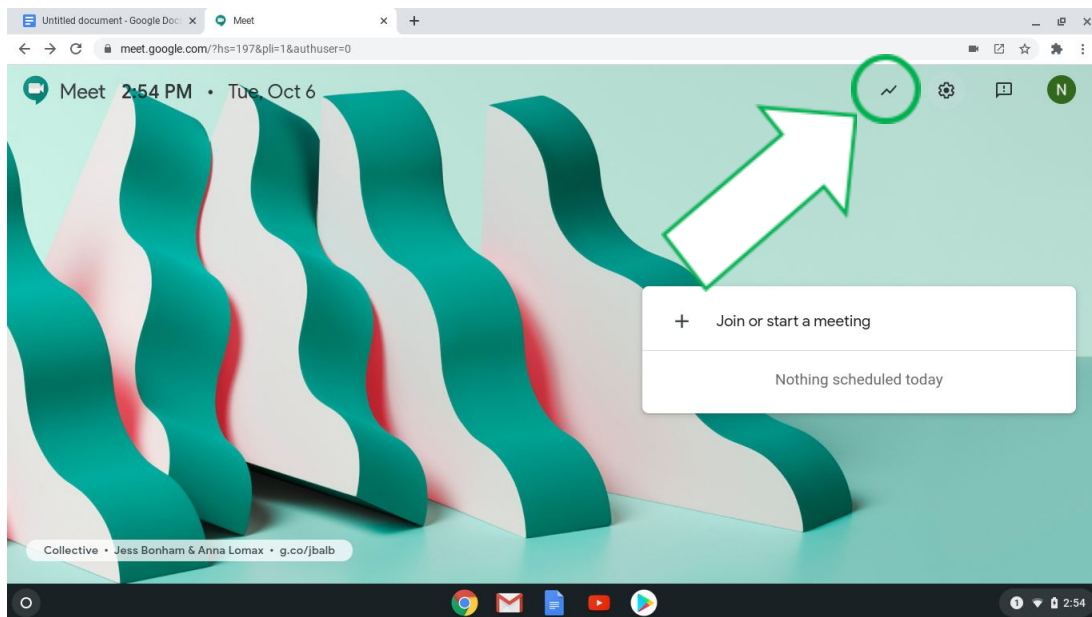# How to check Google Meet permissions for Camera & Microphone

If you are using a Chromebook for your Google Meet video chats and are having issues with the Camera/Microphone working properly, then follow these steps to resolve your issue

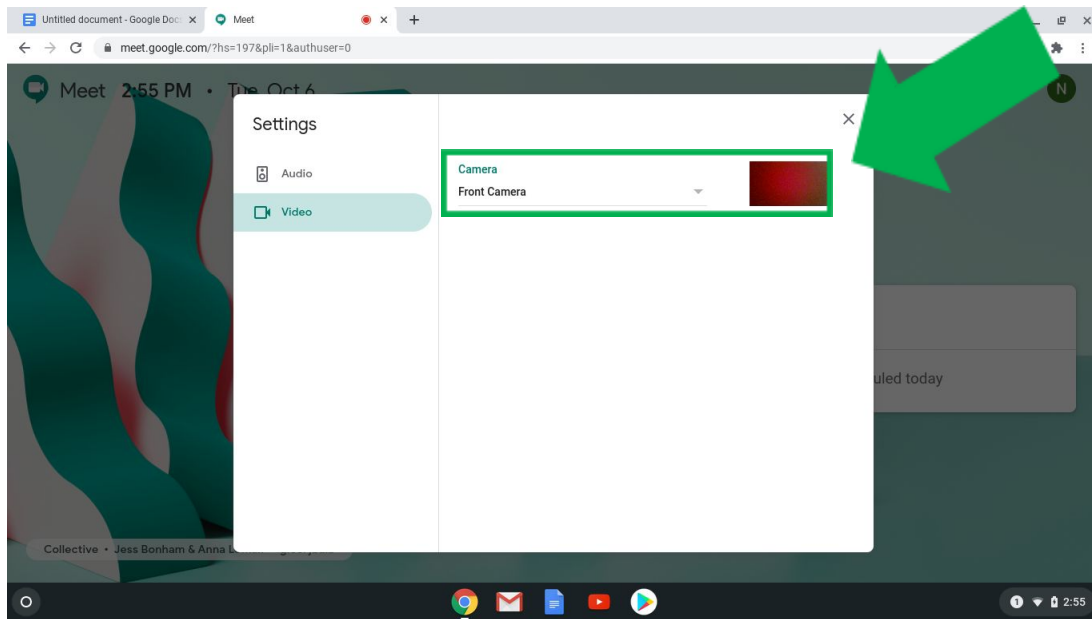1. Open the Google Meet app from your Chrome browser
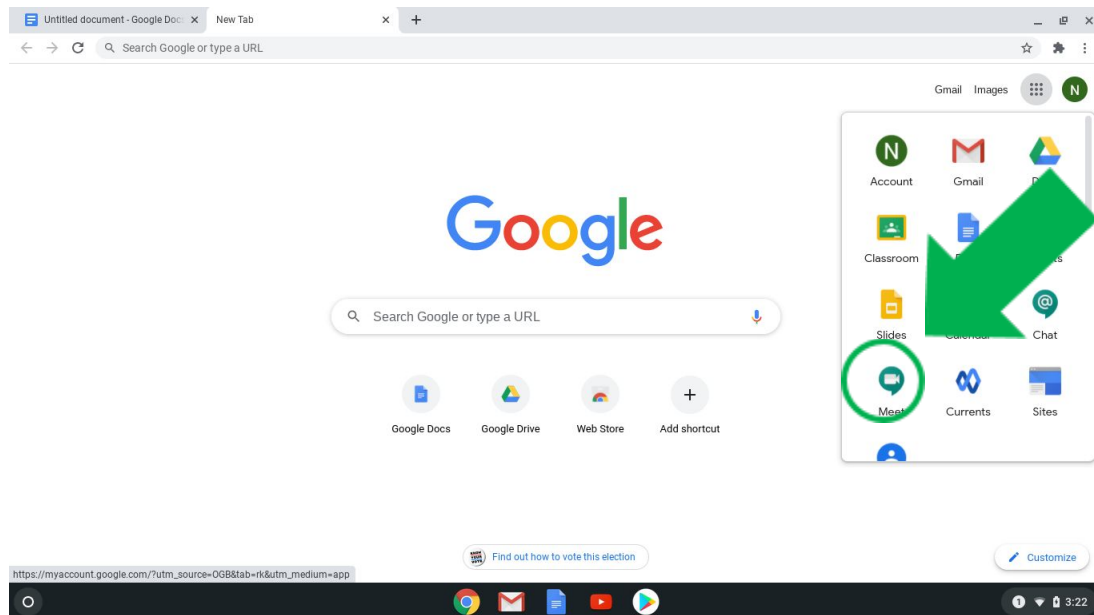
2. Select the gear icon from the top right and go into the settings menu

3. Make sure the microphone is set to "Default - Internal Mic" and can see activity when you speak
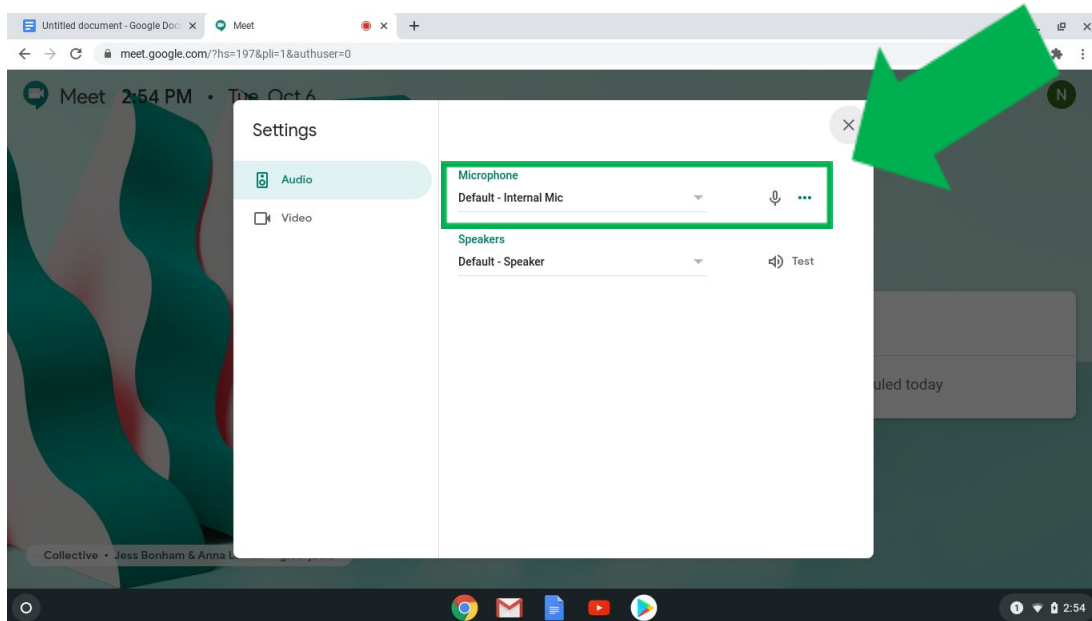
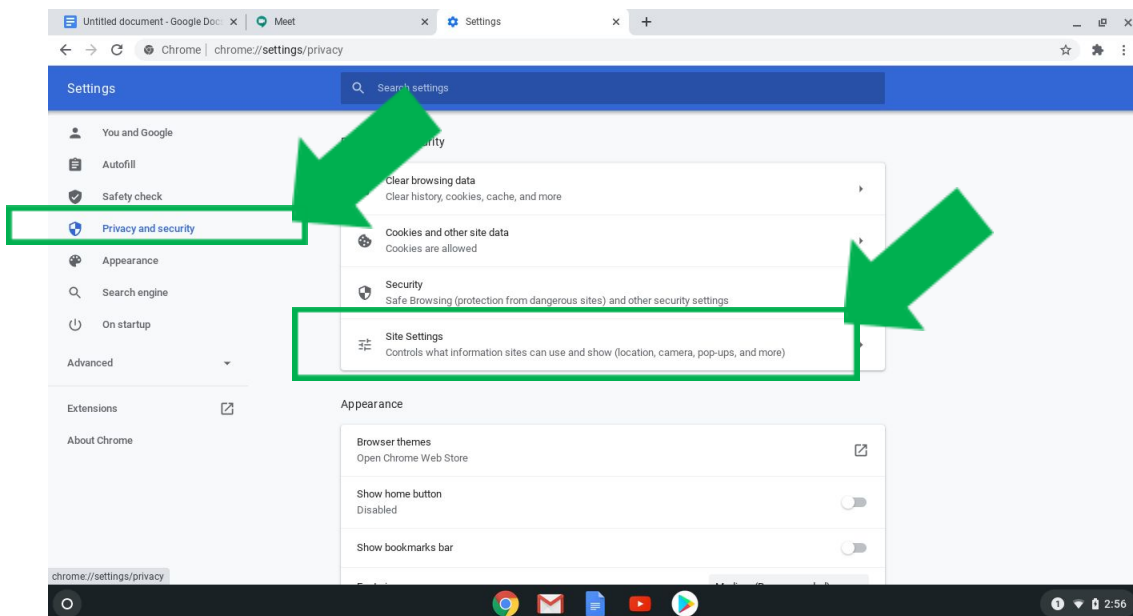4. Make sure the camera is set to "Front Camera"

5. Google Meet should now work with access to your Camera and Microphone
6. If you are still not able to use your Camera and Microphone, then check these other settings as well (see below)

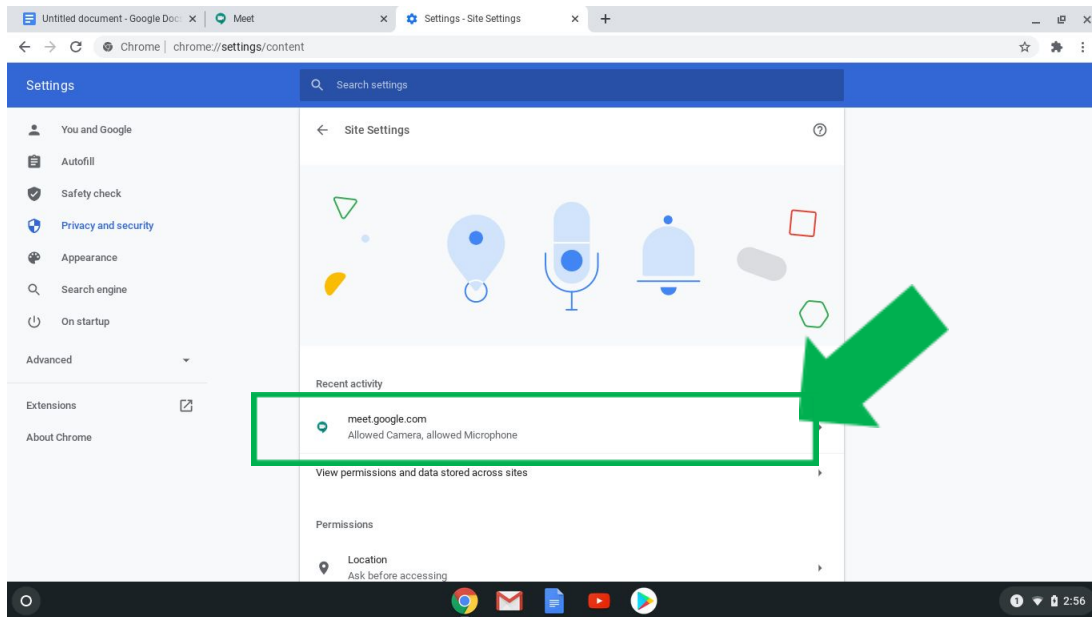# Check your permissions in the Chrome browser settings

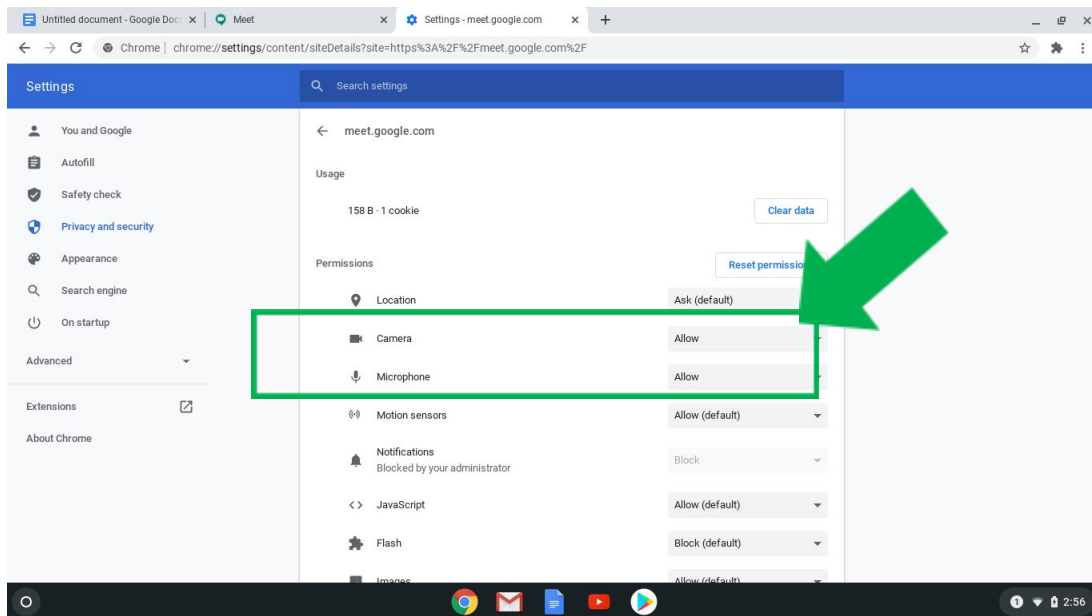1. Select the three dots in the right-hand side to access the drop-down menu
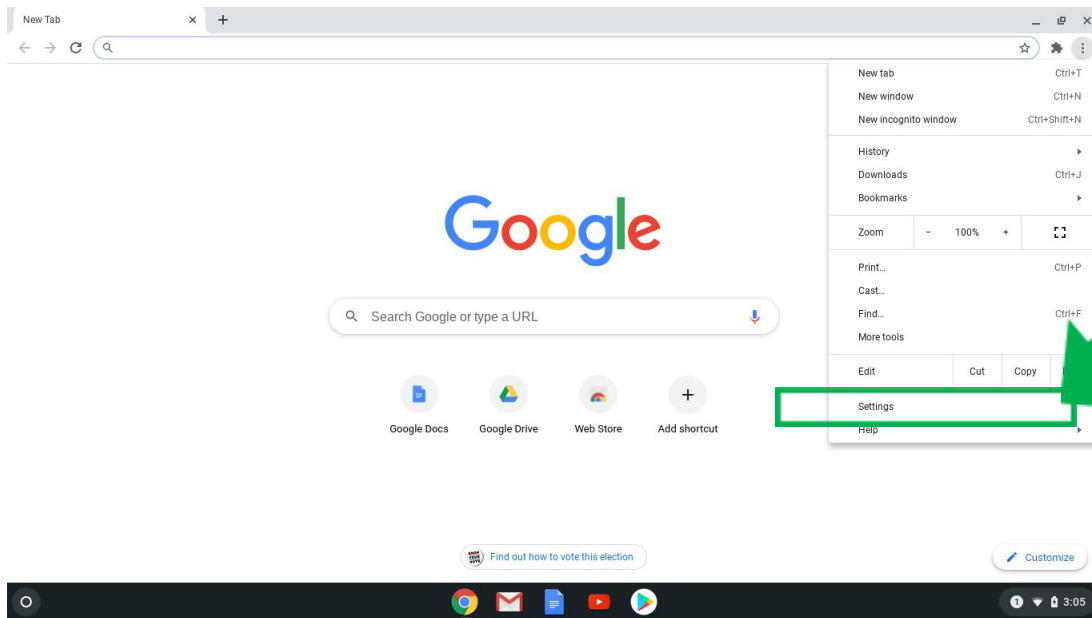
2. Select "Privacy and security" from the left-hand side
3. Select "Site Settings"

4. Select "meet.google.com"

5. Make sure that the Camera and Microphone are set to "Allow"

6. Google Meet should now work with access to your Camera and Microphone

Note: If you are still unable to use Google Meet on your Chromebook, submit a IT Help Ticket to helpdesk@sfis.k12.nm.us for further assistance

Helpful Tools

Using YouTube, Khan Academy, and other video tutorials to support your learning

While sometimes full of wonderful distractions, YouTube is also a source of many great educational resources to assist in Distance Learning.

Teachers will not require students to stream videos regularly, but it is an optional resource.

Khan Academy (available at khanacademy.org and through their YouTube channel) is a terrific resource to find streaming videos addressing many topics that students may encounter in their courses particularly in Math and Science. Again, because they are only available through streaming, teachers will not require students to watch these videos, but they can be a great option for some extra learning support.

Creating Math Equations

One challenge that we may face in working digitally is how to do math equations in a Google Doc for math and science classes. There are three easy ways that we can put math equations into a Google Document:

Using Equation Toolbar:

1. Open a document in Google Docs.
2. Click where you want to put the equation.
3. Click Insert ＞ Equation. The equation toolbar will appear at the upper left-hand corner of your document:
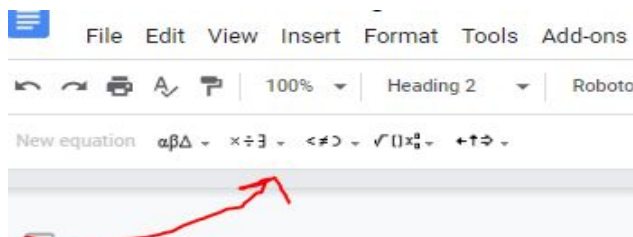
4. Select the symbols you want to add from one of these menus:
    Greek letters
    Miscellaneous operations
   Relations
    Math operators
    Arrows

5. Add numbers or substitute variables in the box.

To add another equation box, click New equation.

To show or hide the equation options, click the View ⟩ Show equation toolbar.

Create a drawing in Google Docs
1. On your computer, open a document.
2. In the top left, click Insert ⟩ Drawing ⟩ New.
3. Insert shapes, lines or text with the editing tools. To free write, select the scribble tool under the line menu.
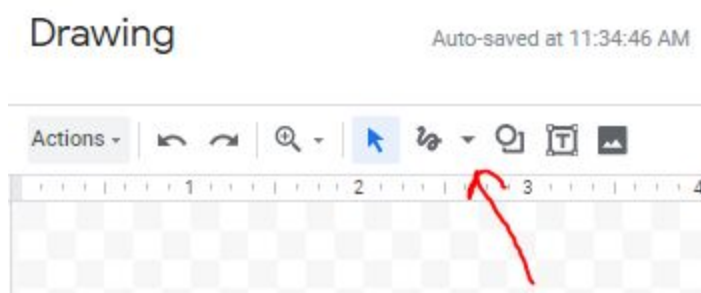
4. Create your equation and then click Save and Close and it will appear in your document like the example below and you can resize it as you see fit.

It's the quadratic formula!

Play around with this tool. It is super fun!!

Use an online equation editor:
Go to https://math.typeit.org/ and create your equation which you can then copy and paste into a google doc. It's easy! See below:

$$x = \frac{a^2 \pm \sqrt{(b^2 - 4ac)}}{2a}$$

Accessing Library Media Center Resources

The Library Media Center website is accessible anytime students and staff are connected to the Internet. Resources from the library website may be downloaded and/or saved to Google Drive for reading and research when working offline.

To link to the LMC, go to the SFIS school website and click on "Community Links" in the upper right corner. Select "Library Media Center" from the dropdown menu.

From the LMC website, users can browse the catalog, access ebooks and audiobooks, read digital magazines, log in to the New York Times, practice for standardized tests (including ACT, SAT, and AP exams), and explore all research databases.

Checking out print books:

During distance learning, users may be allowed to check out books for research or pleasure reading. Students and staff wishing to borrow items should find the book in the online catalog and send the title, author, and call number to Jennifer Guerin AND Tara Abeita via sfisonline emails. One of them will respond to let you know if the book can be delivered to you through support staff. Please allow time for delivery.

Accessing E-books and audiobooks:

E-books and audiobooks are a great way to stay reading, even when you can't check out books in print! If you want to read or listen to a book on your device, or if your teacher assigns you an e-book or audiobook through Sora, you can download the book onto your Chromebook via the LMC website, or onto any iPhone or Android via the Sora app.

From the website:
1. **Go to the Sora app/site:** Click on the SORA logo on the LMC homepage, or search for it on your App Store or Google Play Store and add it to your phone. If the system does not default to "My school is Santa Fe Indian School," simply click the "Find my School" option and search for "Santa Fe Indian School." Choose this as your school.

2. **Log in to Sora:** Your Sora username is the *same username you use for the network at school*. For students, this is usually your first name, middle initial, and first 2 letters of your last name. Your Sora *password is "Braves" with a capital B.* Do not use your network password--Sora will not recognize it!
3. **Search for books:** Once in Sora, you can browse the collection or search by title, author, or genre. To "borrow" a book, simply click the "Borrow" button next to the title.
4. Any book "borrowed" to your account will be available when your device is offline! All Sora titles will be automatically returned at the end of the lending period.

Accessing the New York Times:

SFIS subscribes to the NY Times for all students and staff. You can access NYT by clicking on the button on the LMC webpage. To activate your pass for the very first time, visit www.nytimes.com/passes, and create an account using your sfisonline username and password. Once your account is created, you will be sent a verification email. You must open this email and confirm, in order to activate your account.

The NYT app can be loaded onto as many mobile devices as you want. Be sure to use your sfisonline credentials when opening for the first time.

Accessing databases for research/assignments:

A database is an organized collection of resources that is searchable and downloadable for users. The LMC pays for several subscription databases to be available to students and staff for research and academic assignments.

To access online databases, click on the "Research" tab at the top of the LMC webpage. You can view a list of all databases by clicking on "All Databases A-Z" or you can browse databases by subject.

When accessing databases from outside the SFIS network (off-campus), you will be asked for a username and password. Unfortunately, we cannot use the same username and password for all services. The list on the next page contains updated credentials for all LMC databases. Please contact the librarian immediately if one of these usernames or passwords does not work for you.

Database	Username	Password
Access World News/NewsBank	sfis	sfis
American Indian Experience	SantaFeIndian	SantaFeIndian
American Indian History Online	sfis	sfis
Britannica Online	sfis	sfis
Ebsco Discovery Service (EDS)	sfis	$fisLMC1920
Ethnic NewsWatch	santafeind	welcome
Flipster digital magazines	sfis	$fisLMC1920
Gale databases (all) ● Biography in Context ● Academic One File ● Research in Context ● General One File ● National Geographic	nm_s_santafeis	cactus
Salem Press	sfis	sfis
Teen Health and Wellness	sfis	sfis
Testing and Education Resource Center	Create your own login (use your sfisonline email username and password)	

Appendix A: Video QR Codes

Directions: Using your smartphone, open up the camera or QR Code reader. Hold your device over the QR Code, the phone will automatically scan the code, and open the video.

How to save files offline	How to view screencastify videos	How to Check Google Meet permissions for camera and mic
NASIS Student Attendance Check In	NASIS Parent Grades & Assignments	NASIS Parent Portal Activation

We are Distance Learning Warriors!