

Santa Fe Indian School



High School Distance Learning Handbook 2020-2021

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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.

The easiest way to do distance learning is when we can connect our devices to the Internet continuously, but we know that for many of our high school 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, High School teachers will be taking a *unique* approach to distance learning 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 Docs. **Students will need to connect to the Internet at least two times a week, for a minimum of 1 hour each time to send in work to teachers and download new learning materials.** If coming onto campus is a possibility, students can also expect to pick up materials in person.

Key to this approach is that students will **not** be asked to attend any scheduled “online classes” through video calls.

Continuous learning is possible and expected with minimal Internet connectivity. Students will still have the opportunity to connect with their teachers. Teachers will be available for regularly scheduled office hours, video conferencing appointments, phone calls, and in person classes on our campus when our health and safety regulations allow for it.

SFIS will continue to provide all students with chromebooks to assist with distance learning as well as other necessary materials such as textbooks or specialized equipment that students may not have access to at home. Students who require special software for a dual credit course such as Computer Science or Architectural Design will be issued a laptop with the correct software.

While we know that this approach will be new and often challenging for students and families, we are also confident that SFIS can continue to provide meaningful experiences for students to remain engaged in their learning, stay on track to graduate, and be ready for college and careers after high school. 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 Graduates, despite the enormous challenges we will face throughout the COVID-19 pandemic.

Distance Learning Schedule

HS Course Load

We will be starting the 2020-2021 school year in a distance learning setting. High School students schedules will be reduced to four classes per semester and an additional advisory period called Student Success and Wellness. Students receiving services in the Special Education or Gifted and Talented Programs may be assigned to a supporting class instead of the Student Success and Wellness course. Students will receive a full year's worth of math and English, one semester each of social studies and Science (SHP for seniors), and earn 1 full elective credit each semester. With this schedule, students will stay on track towards graduation but also reduce the number of classes that they are in per semester in order to manage the challenge of distance learning.

Sample High School Student Schedule:

| Semester 1 | Semester 2 |
|--|--|
| Math (0.5 credit) | Math (0.5 credit) |
| English (0.5 credits) | English (0.5 credit) |
| Science (SHP for Seniors: 1 credit) | Social Studies (1 credit) |
| Elective 1 (1 credit) | Elective 2 (1 credit) |
| Student Success & Wellness; Resource; or Gifted and Talented (0.5 credits) | Student Success & Wellness; Resource; or Gifted and Talented (0.5 credits) |

On this schedule, students remain in the same Math and English class for a full year. Science and Social Studies are semester-long courses. Students who take Science in Semester 1 will take Social Studies in Semester 2, and vice versa. SFIS electives courses will be semester-long courses, each semester earning one full credit. Dual credit courses will be offered as they have been in previous years as semester long courses.

Daily work expectations for students

While we are in an extended distance learning scenario, with the exception of dual credit classes, SFIS will be taking an **asynchronous approach to instruction**. This means that students are not required to attend scheduled online classes or follow a specific schedule while learning off-campus.

Instead, students are encouraged to dedicate a certain number of hours per day to their coursework. This will include time for downloading and uploading course materials, reading, watching video instruction, working on assignments, and communicating with their teachers. Please note that teachers will not be available for phone calls and Google Meet outside of the school day unless arrangements are made with the teacher or the teacher is offering tutoring hours through the After School Study Hall and Extended Learning Programs.

The expectation is that **students will engage for approximately 6 hours a day on distance learning**, including time spent accessing resources and communicating with teachers. This schedule is designed to give students time for exercise, free-time, household chores, assisting with siblings, and other responsibilities.

Internet Connection Expectations

Even with a mostly “offline” curriculum, **it will still be necessary for students to connect to the Internet for 1-3 hours at a minimum of two times per week**, depending on a student's course load.

Students with limited access will need to plan for a time each week to connect to the Internet in order to download the upcoming week's materials and make them available in an offline setting. Students will also need to plan for a time near the end of the week (Thursday or Friday) to connect to the Internet to return work to their teachers.

| | |
|---------------------------------|---|
| Friday (after 12 noon) - Sunday | Student connects to the Internet to turn in the previous weeks work and to download/offline needed materials for the upcoming week in each course |
| Monday - Friday | Students work at their own pace on assignments (asynchronous) Teachers have scheduled office hours Monday - Thursday to take calls, respond to text messages and/or connect with students on Google Meet. Teachers will not be available after 4 pm unless they have set tutoring hours through the Extended Learning Program. |
| Friday | Teacher will have materials for the following week posted by 12 Noon |

Dual Credit Courses

Because dual credit students are receiving college credit through a college, students enrolled in dual credit courses will be expected to meet the college's expectations for online learning. Depending on the course, this may require attendance for online classes on Zoom or Google Meet or other applications. ***It is vital that students and parents understand that SFIS does***

not always get to set the online requirements for dual-credit courses; students must meet the expectations of their college instructors to pass these classes.

Students with disabilities who need accommodations must work directly with their colleges for academic support as per college regulations.

Attendance Expectations

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.
 - Paul Herrea, High School: 505-670-9108
 - 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).

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

Weekly Student Check-ins with Teachers

In addition to submitting assignments each week for each course, all students will be required to **communicate with each teacher** via text, email, phone call, or Google Meet during office hours **at least once per week**. 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 Open Office Hours to ask a questions, receive tutoring, or engage with the teacher about the assignment or topic for the week,
- Include a comment to the teacher when submitting an assignment to share any difficulties the student encountered or strategies the student used to complete the assignment.

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

Connecting with Teachers - Open Office Hours

All High School teachers will be available to students Monday through Thursday each week either in the mornings or afternoons to accommodate different schedules. Students will use the Google Meet link in the Google Classroom for each course to connect with teachers.

If teachers have more than one course they will divide the open office hours and share the schedule with the students in Google Classroom.

For example:

English I: 9:00 AM - 10:30 AM

English I Honors: 10:30 AM - 12:00 PM

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|--|---|--|
| 9 AM - 12 PM Teachers' Open Office Hours on Google Meet | | 9 AM - 12 PM Teachers' Open Office Hours on Google Meet | | Teachers upload work for the following week by 12 PM. Students connect to the Internet to upload assignments due and download instruction and assignments for the week. |
| | 1 PM - 4 PM Teachers' Open Office Hours on Google Meet | | 1 PM - 4 PM Teachers' Open Office Hours on Google Meet | |

Joining the Google Meet during Open Office Hours is ***not a requirement*** but an opportunity to connect with teachers live.

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, or impacts from COVID-19. 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, High school

students will need both high school level math and their English course. To remain on track for graduation, they need to earn a minimum of six credits for the school year 2020-2021.

Late work

All work must be completed on time. Clear and consistent deadlines will be set by all teachers in their course materials. Except for the situations described above, late work will be accepted for reduced credit of -10% per day.

If a student has more than 3 late assignments they will be referred to the academic counselor. 3 additional late assignments will result in a PASS referral.

Special Education & Section 504

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 Ms. Seatha Pacheco, Special Education Coordinator at (505) 629-3210 or spacheco@sfis.k12.nm.us with questions or concerns.

Regarding Section 504, parents can contact Ms. Bridget Love, Assistant Principal and 504 Coordinator at (505) 795 0611 or blove@sfis.k12.nm.us with questions or concerns.

Setting up your device/s

All SFIS students will be provided a mobile computer device by the start of the school year. By the end of October, SFIS will be providing students with a new and updated chromebook to meet their distance learning needs.

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 (OTHER CARRIERS?) 4G LTE capability. Supports a sim card to connect directly to data networks for students without 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

Password assistance is available by contacting Brian Valinski by phone or text during the school day at (505) 659-7997 or by email at bvalinski@sfisonline.org outside of school hours.

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.

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, find the class you want to archive, click on the three dots and then click "Archive".

Parents with an updated email address in NASIS will also be invited to join their student's Google Classroom, which will allow them to assist students in knowing what work expectations are for the week. If your email address is not up to date in NASIS, please contact the teacher directly (contact info is on syllabus) 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, any file that your teacher creates for you in Google Classroom 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.

Accessing Files

You can access your Google Classroom files in the Google Drive app through the following steps:

1. Tap on the file folder icon in the bottom right corner of the screen. That will open up a new window showing all your files.
2. Find the folder called "Classroom"
3. Find the folder for your specific class.
4. Each class will have file folders for specific Classwork. Tap on the folder to access the files.
5. Once you find the file, you can download it by tapping the three dots and tapping "make available offline"

Creating New Files through Drive

Creating documents is easy through the Google Drive App.

1. Tap the rainbow plus sign;
2. A create new window will pop up;

3. Click on the type of file you would like to create and it will open up that app.
4. You can also upload files into your Drive this way or take quick videos.

Google Meet

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

Teachers will provide links to Google Meets for their regular office hours. This is the ideal way for students to check in with their teachers. Students should plan to connect to the Internet once a week to make contact with teachers during office hours.

Google Meet can be accessed via the web or the mobile app.

Working Offline

For some students, Internet connectivity is not a problem. Yet, for many students Internet in the home is not available all the time, or they are working off of a hot spot, or they have to drive to get access to a public signal. For students who do not have regular Internet access, we plan to use Google Drive's offline functions so that If students are not connected to a Wi-Fi or mobile network, they can still view and edit files using the Google Drive app, including: Google Docs, Google Sheets, Google Slides, Videos, Images, PDFs.

All of the new SFIS chromebooks distributed in October 2020 will have the Google Drive App. This is the preferred way of accessing Google Drive for offline use. If you happen to have a device that does not support the App, you can access offline as well through the website.

Once you learn how to make documents available offline, you can work on Google Docs, watch 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,**



reliable Internet connection in your home. This is only for students who want to work without regular Internet access

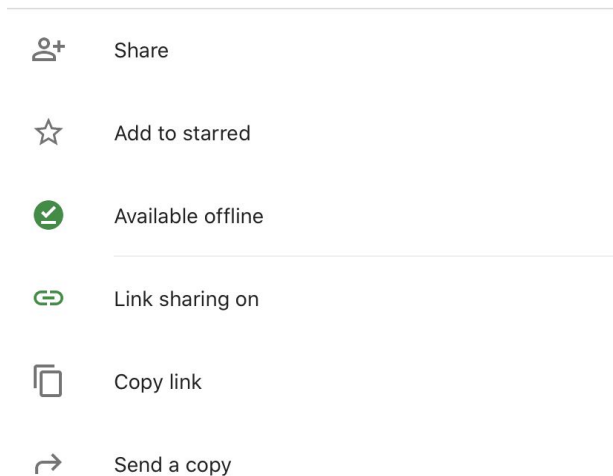
SET UP: Important: You must be connected to the Internet to make your files available for offline access.

If you don't already have it, go to the App Store and download the Google Drive App. Sign in using your sfisonline account. This will connect you to your school Google Drive. (Note: Your chromebook will come preloaded with this app on your Chromebook)


When your teacher posts a file in your Google Classroom, it automatically gets put in your Google Drive. If it is a Google Doc, Google Sheets, or a Google Slideshow, you can just open the file straight from your Google Classroom and it will open in a new Tab. Once it is open, Click on the File Menu (if you are on the webpage) or hit the three dots (in the app) and you should see the option to "Make Available Offline".

If it is a PDF File, a video, or some other type of file, you will have to go through Google Drive. Follow these steps:

1. Open Google Drive .
2. Find the file your want to make available offline and tap the three dots .
3. To save a file offline, tap Make available offline.



Once These files are made "Available Offline" now available to watch/read/edit when you are not connected to the internet.

To find files that you saved for offline access open up your Drive app and Tap Menu  >
Offline and your files will be there for you

When you are done with the file you can tap the three dots and tap “Make available offline” and it will remove the file from your offline storage.

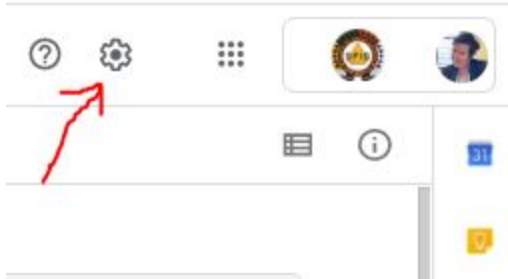
Using Offline Functions through the Google Drive in Chrome

When the Google Drive App is not available, students can still make documents available offline using the Google Drive website through the chrome browser.

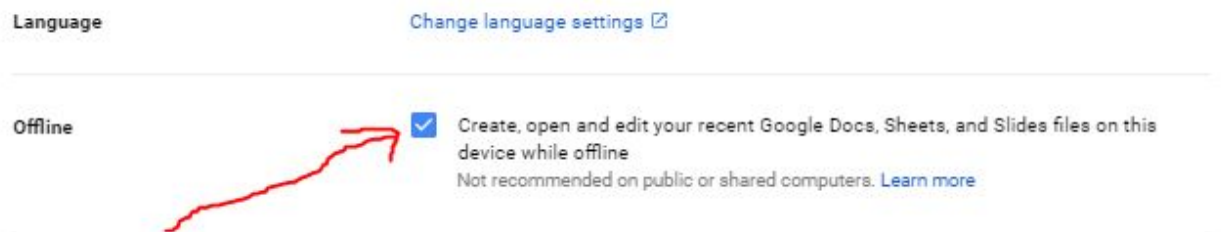
If you aren't connected to the Internet, you can still view and edit files, including Google Docs, Google Sheets, and Google Slides. Your teachers will assign you work through Google classroom that will be stored in your Google Drive. By following the steps below, you can make that work available offline so you can work on it on your chromebook even when you are not connected to the internet. **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 Google Drive offline Access:

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.
 - Make sure your [Google Docs Offline Chrome extension](#) is turned on (it should be on all SFIS computers).
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 (see picture on the next page).



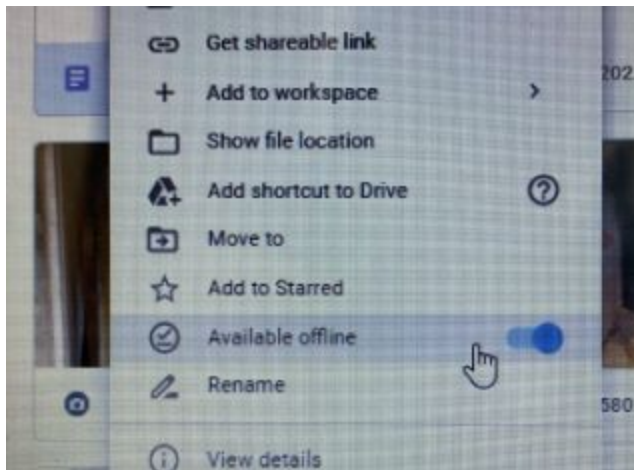
4. When you are on the settings menu, check the box next to "Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline." If you plan on using this feature regularly, leave this box checked.



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

Save Google Docs, Sheets & Slides for offline use

1. In order to make documents available for offline use, you have to be connected to the internet. Once you are connected to the internet, go to drive.google.com.
2. Think through what files you will need for the next few days and will need to use offline.
3. To make a file available offline, right click on it. A big menu will pop up. Turn on "Available offline." by hitting the switch so that it turns blue like the picture below.



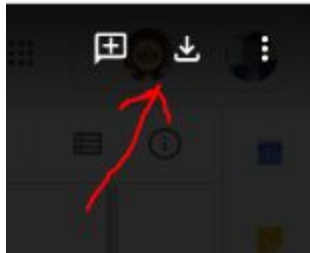
You can now work with these documents without being connected to the internet. You can edit them, work on writing, and save them until a time when you are connected to the Internet and then you can turn them in.

Save Videos or PDF files for offline use

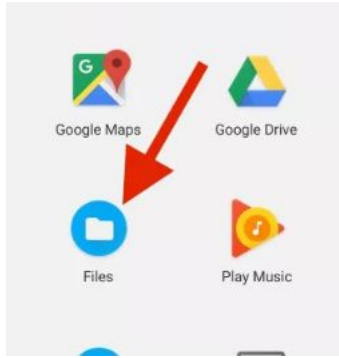
It is much easier to make videos and pdf's available offline using the Google Drive mobile app on phones or other mobile devices. If you have a smartphone that can support the Google Drive app, you may consider using your phone to view videos and read documents offline and use your chromebook for typing, editing, and using documents. There are instructions on the following pages for using the Google Drive mobile app.

If you want to download videos on Chromebook that your teachers share with you on your Google Drive so that you can watch them when you are not connected to the internet, follow the following steps:

1. Open the video file in Drive
2. When the movie is open, click on the download button in the upper right hand corner of the screen



3. The file will save to the "My Files" app on your chromebook (or your download folder on a laptop) for you to view when you are not connected to the internet.
4. The same can be done for PDF files so that you can read them when you are not connected.
5. Find these files by Clicking on the blue "Files" folder. If it is not on your desktop, click on the Launcher in the bottom left corner and click All Apps. Find the download folder and your files will be there (see picture on next page).



Please be aware that these types of files can be very big and our SFIS chromebooks do not have a huge amount of storage space on them. It will be important to manage the storage on your chromebook by deleting files when you are done with them and freeing up space for future files. There are instructions on how to do that in the pages that follow.

Helpful Tutorials:

<https://www.youtube.com/watch?v=eSsBLPFCxyo>

Managing Space on your Chromebook

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.

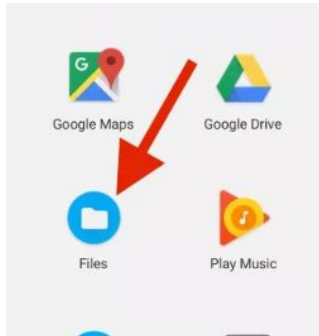
Taking files out of “Offline” status

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

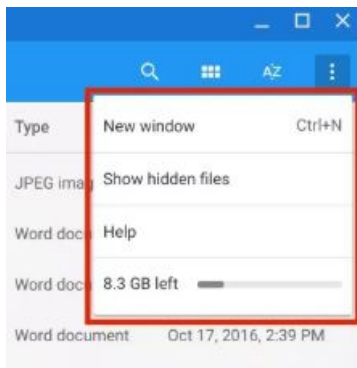
Windows). A window will open showing the apps you have used recently. Look for the Files app. If you don't see it, click All Apps and find the Files app listed among all of your Chromebook's apps.



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

Checking how much storage you have on your chromebook

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.

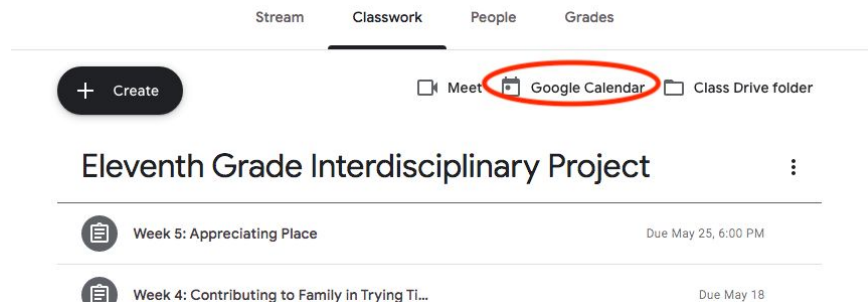


Communicating and Staying Organized

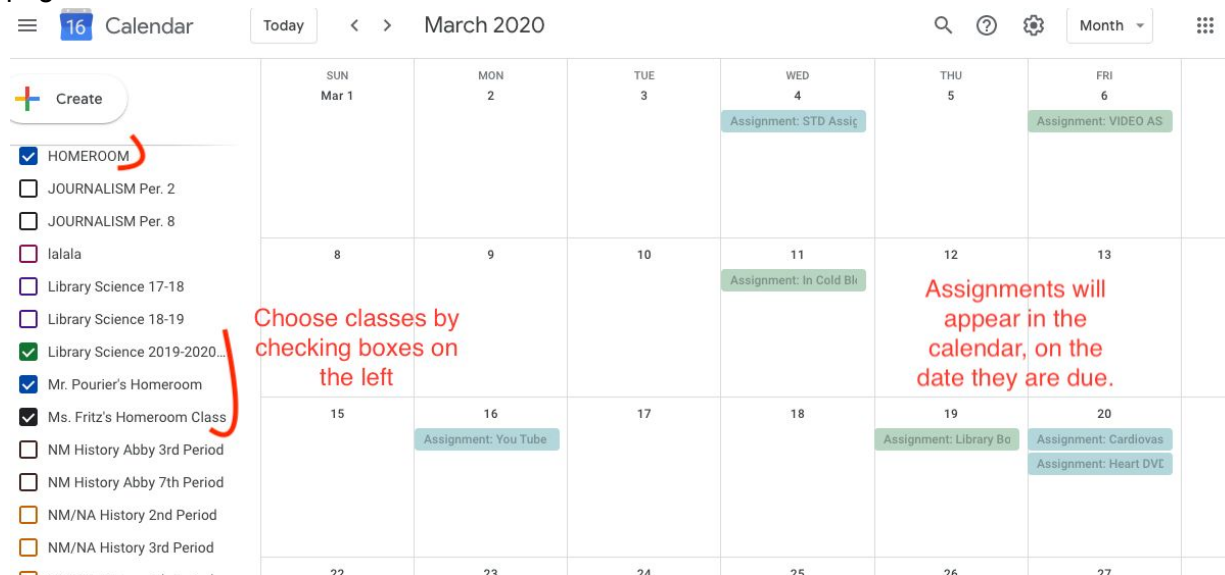
Google Calendar

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 Meets. 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.

Gmail

All SFIS students have an 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 **Brian Valinski: (505) 659-7997**, bvalinski@sfisonline.org

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.

Students are, no doubt, already very adept at using this tool. Basic YouTube accounts, such as the one that is provided through the students sfisonline account, can only be accessed when connected to the internet. Premium students accounts are available for the cost of \$6.99/month and allow the user to download video content to be viewed offline. Other streaming services such as Netflix also offer this service.

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

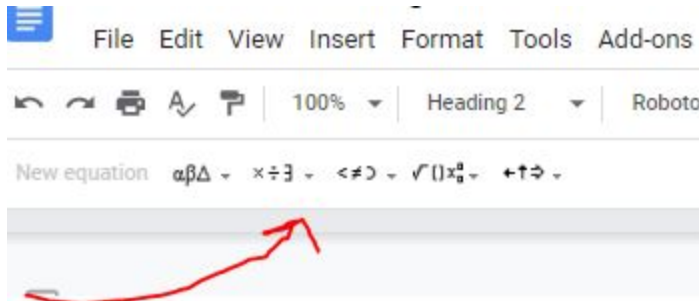
Khan Academy (available at khanacademy.org and through their YouTube channel) is a terrific resource to find streaming videos addressing many topics that students may encounter in their courses particularly in Math, Science, and AP Courses. Again, because they are only available through streaming, teachers 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 the 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 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 freewrite, 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.

5. If you need to erase a line, use the Undo button.

$$X = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

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 the Library Media Center Resources

The Library Media Center website is accessible whenever students and staff are connected to the Internet. Most 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 email. One of them will respond to let you know if the book can be delivered to you through support staff.

Accessing e-books and audiobooks:

E-books and audiobooks are an excellent option during distance learning. They can be downloaded onto any Chromebook via the LMC website, or onto any iPhone/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. 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 following contains updated credentials for all LMC databases.

Please contact the librarian immediately (jguerin@sfisonline.org) 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) <ul style="list-style-type: none"> • 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) | |

Connecting with Library/Research Help - Open Office Hours

Library staff will also be available on Google Meet during teacher office hours to assist students and parents. An open link to library office hours will be shared via Google Classroom, and contact information for library staff will be posted on the LMC webpage:

<https://lib.sfis.k12.nm.us>. Students and parents should feel free to email the library staff (jguerin@sfisonline.org; bvalinski@sfisonline.org; tabeita@sfisonline.org) with questions at any time. Please allow 24 hours for a reply.

Getting Help When You Need It

Technical Support

Technical Support will be provided for students and staff 10am to 5pm Monday – Friday.

- E-mail: helpdesk@sfis.k12.nm.us
- Text: helpdesk@sfis.k12.nm.us for a call back. *Include your name and phone number.*
- Call: The IT Office (505) 989-6377

For help with:

SFIS Online Password Changes, Google Docs/Google Classroom/offline docs:

Brian Valinski: (505) 659-7997, bvalinski@sfisonline.org (M-F, 8-4 PM)

NASIS Password Resets:

William Pacheco: 505-670-6194, wpacheco@sfis.k12.nm.us (M-F, 8-4 PM)

NASIS Troubleshooting:

<https://www.infinitecampus.com/audience/parents-students/help-center>

LMC resources/databases/ebooks:

Jennifer Guerin: 505-989-6322 (message), jguerin@sfisonline.org (M-F, 8-4 PM)

Tara Abeita: 505-699-5343, tabeita@sfisonline.org (M-F, 8-4 PM)

Academic Support

Academic Counselors are here to be the first contact when a student is struggling or needs assistance with classes and academic support. They can assist with referring students to tutoring or clinical counseling. Counselors will be available for contact Monday - Friday, 8 AM - 4 PM.

9th Grade - Lisa Gonzales, lgonzales@sfis.k12.nm.us

Cell: 505-670-2330

Voicemail: 505-216-7410

10th Grade - Gladys Martin, gmartin@sfis.k12.nm.us

Voicemail: 505-216-7401

11th Grade - John Cammarata, johnc@sfis.k12.nm.us

Cell: 505-216-6550

Voicemail: 505-216-7406

12th Grade - Gary Toya, gtoya@sfis.k12.nm.us

Voicemail: 505-216-7319

All teachers will be available to assist students during their office hours throughout the week, but will not be available for academic support after 4 pm, unless they are providing tutoring hours through the Extended Learning Program .

After School Study Hall and Tutoring: The Extended Learning Program

A list of tutors, their contact information and hours will be available at the start of the school year. Parents and students can also email the Coordinator James Garcia at jjgarcia@sfis.k12.nm.us or call him at 505-469-5406 (M-F 1:00 PM - 9:00 PM)

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 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 Student Wellness Director Maria Brock directly at 505-908-1315

Distance Learning Tips

For Students

Emailing dos and don'ts:

- **DO** make sure every email you send has a brief description in the "Subject" line. The subject line should be related to the message (e.g. "requesting online conference," or "week 2 homework assignment question")
- **DO** put a greeting and a closing for every email. Enter a simple greeting (e.g. "Hi Ms. Love,...") in your first message to a teacher, and always close with a signature (e.g. "Thank you for your help. Jonathan")
- **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.
- **DO** make sure you proofread your email messages before sending. Basic communication skills are essential to distance learning.

Texting and Calling your Teachers and Tutors

- Please remember that your teachers have responsibilities outside of teaching and cannot be expected to talk to you at 10 pm if that is when you are doing your work. Teachers will hold regular office hours to connect with students. Please try to communicate with them during those times. If you cannot make the office hours, send your teacher an email requesting assistance during a different time.

Google Meet/Video Conferencing Tips and Etiquette

We will not be holding classes on Google Meet, but you may be checking in with your teacher over video during their office hours or to get extra help. We encourage you to use this tool when you have access to the internet. Here are some guidelines for having a successful video meeting:

- Create a positive learning space for yourself during the video conference. Confirm that the space has a good WIFI signal.
- Keep your camera on so there is a respectful visual setting for the teacher and other students. Having your camera on during a is not a requirement.

- Be sure to mute your mic (lower-left corner of your screen) as soon as you sign on and whenever you are *not* speaking. This is important to avoid background noise and distractions for others.
- Turn off your camera if you are eating, scratching, talking with someone else in the room, or anything else that might be distracting to others.
- When you take a restroom break, mute video and microphone.
- Close unneeded applications on your computer to keep the video optimally functioning.
- You might want to use a headset with an external mic for best hearing and speaking capabilities.
- When you are speaking, let others know that you are finished by saying one of these sign-offs: "That's all." "I'm done." "Thank you." So that everyone knows you have finished your comments.
- If you want to speak, physically raise your hand or use the "raise hand" feature that is available at the bottom center of your screen.
- You can make comments using the "Chat" feature.
- Be sure that there is nothing visually distracting (e.g., cars or people going by) in the background.
- Remember to sign out or "leave the meeting" when the session is finished.
- Students are not permitted to join and use Google Meet without SFIS Staff present
- School appropriate clothing, background and language will be enforced during all video chats.
- The SFIS Internet contract and Distance Learning Agreement remains in effect and any misuse of SFIS accounts and technology, including cyberbullying or inappropriate behavior may result in disciplinary action.

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 space for your student and that parents may need to be more involved than if you were sending your student to school. We know that for many households, that will not be easy. Your support and your commitment to helping your student stay on track with his or her learning will ensure his/her success.

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

- **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, added home responsibilities, and multiple people in the house. Help your student set aside some time that is just for school work and balance that with home responsibilities, play, and getting outside.
- **If Internet connectivity is limited** - Help your student plan for their Internet use. Students will need to connect to the Internet once a week to download their learning materials and turn in work. They will also need to connect with their teachers by phone, email or video conferencing at least once throughout the week. Help your student plan for these events.
- **Create a work-from-home space** - If possible, find a table or desk that can be your student's designated work space where they can focus just on their school work and keep any materials they need for their learning.

- **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.
 - **Encourage sleep!** - Its okay to let them sleep a little later, but make sure that time to focus on school work 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.
 - **Communicate with the teacher** - This is probably the most important piece of advice that we can give both parents and students in regards to distance learning. Without being able to check-in in person, it is hard to know if students are struggling or having problems with technology. Your teachers are here to help but you need to email, call, text or reach out to let them. We can be flexible when it comes to family circumstances, but good communication is key.
-

Distance Learning Agreement

High School Parent/Student Distance Learning Agreement

(Students and Parents will have the opportunity to sign this contract through their Student Success and Wellness Google Classroom)

1. I understand that attendance will be taken through active participation in distance learning activities and weekly check-ins with teachers through Google Meet, email, phone, or text. Multiple late assignments or failure to check-in with teachers will result in marked absences and follow ups from Grade Level Counselors or a PASS referral.
2. Video conferencing will be offered as an *optional* way of connecting with teachers and other SFIS Staff. I understand that video conferencing is voluntary 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.
3. I will inform my teacher, SLA, 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.

4. 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.
5. 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.
6. 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.
7. I commit to reading SFIS High School Distance Learning Handbook within the first week of school and referring to it as needed.