



CENTREVILLE LAYTON SCHOOL

Continuous Learning Guidebook

INTRODUCTION

Continuous Learning Students will utilize the same Google Suite tools that are used with our on campus learners, as it gives teachers and students the most seamless integration. Additionally, students will also use Google Meet to participate in class with their classmates and teacher.

During the Fall of 2020, Continuous Learning students will follow the same schedule as on-campus students. At the beginning of the school year, students will receive calendar invites from their teachers. These invites will include a link to the class' Google Meet live session. Once logged into Google Meet, students will interact with the teacher and both the on campus and Continuous Learning students.

Teachers may also record short instructional videos on specific, related topics.

Materials needed for each class will be posted in Google Classroom. The majority of these materials for the Middle School (MS) and Upper School (US) students will be digital in nature, however, there may be the occasional need for access to a printer. [TADS Educate](#) will provide students and parents with access to grades. Lower School (LS) students will be provided materials prior to their classes. These may include books and workbooks that have been previously sent to them, or worksheets that will need to be printed at home. Periodically, parents may need to pick-up materials and learning resources from the school.

To help alleviate screen fatigue, MS and US students will be provided breaks during lunch, recess, clubs, and academic support times. LS students will have the opportunity for a break during snack, lunch, recess, and mindfulness. Students may also take breaks as directed by their teachers or when their parents deem it necessary. Teachers will work with the student to determine classwork that needs to be made-up when unscheduled breaks from class are taken.

Each student in the Continuous Learning program will be assigned a mentor to work as a liaison between school and home. Students will meet one-on-one once per week with this CLS staff member during a Google Meet. Content specific questions should be directed to their teacher. The mentor's primary function will be to help facilitate and support the Continuous Learning program for the student and address general issues. Students may email questions to mentors and request additional meetings at the mentor's availability.



CENTREVILLE LAYTON SCHOOL

Continuous Learning Guidebook

GENERAL GUIDELINES

- Review and understand the CLS Acceptable Use Policy regarding Chromebooks, general technology, and internet usage.
- Chromebooks should be functioning properly and be ready for use before each class.
 - Students should be able to login to their Chromebook and [TADS Educate](#).
- Students are encouraged to communicate with their teachers regarding class specific questions via email, at any time.
- Should the school experience technical difficulties the teacher or the mentor will reach out to the family to ensure there is an understanding of the material and answer any questions. If the questions are not content specific, the mentor will act as a liaison between the teacher and the students. If the student is experiencing technical difficulties, please reach out to our Academic Innovation Coordinator, [Tom Mendola](#).
- If you have any further questions please contact your respective level head:
 - [Rich Taubar](#) (Middle and Upper School Head)
 - [Debbie Maguire](#) (Lower School Head)



CENTREVILLE LAYTON SCHOOL

Continuous Learning Guidebook

Academics

- Teachers will be sending an initial communication detailing where to find course materials and when to meet online.
 - Check Google Calendar for scheduled Google Meet classes
 - Google Meet will be used and will take place during each class' regularly scheduled time
- Teachers will be available to answer questions throughout the school day.
- [TADS Educate](#) will have information regarding grades and assignments.

Social Emotional

Dr. Dostillio is committed to supporting our students. He will be offering options for Google Meets, email communications, and Google Chat communications. Please look for an initial communication via email and Google Chat from Dr. D.

Technology

- Computer
 - Chromebook issued by CLS *or*
 - A non-school computer with a camera and microphone
- Optional
 - Mouse
 - Headphones with built in microphone



CENTREVILLE LAYTON SCHOOL

Continuous Learning Guidebook

Parent/Student Expectations for Continuous Learning

- Functioning work space - Charged Chromebook, internet access, standard school supplies such as multiple pencils and paper
- Establish a method of communication between the parent/guardian and teacher.
- Check in periodically throughout the day to make sure they are participating in class. CLS expects students in the Continuous Learning program to:
 - Have camera and microphone on during class time
 - Participate in class
 - Complete class work
 - Turn in completed assignments
 - Maintain Google Calendar
 - Monitor TADS Educate for assignments and grades
 - Communicate with the teacher/mentor when you have questions, concerns, or need assistance
- We ask all parents/guardians to please refrain from asking questions, making comments, or providing responses while your student is in a Google Meet with their class. If you have any questions for your child's teacher, please reach out to them via email. If further discussion is needed the teacher will initiate other forms of communication such as Google Meet, Google Chat, or phone calls.



CENTREVILLE LAYTON SCHOOL

Continuous Learning Guidebook

Please be familiar with the below list of cloud software. *Note: not all apply to LS students*

- Online Resources and Tools
 - Google Suite (Classroom, Drive, Docs, Slides, Jamboard, Calendar, Chat, Meet)
 - [TADS Educate](#)
 - [Wakelet](#) - Organize online lessons
 - Freckle
 - Chrome Extensions for Assistive Technology Tools
 - Read and Write (text to voice, voice to text, edit, note taking)
 - Fluency Tutor (Reading Fluency)
 - Snap and Read (reading text/ vocabulary leveler, note taking, text to voice)
 - Grammarly (editing)
 - Kami (PDF/document annotation)
 - Learning Ally (Reading)

- Online Activities
 - [Kahoot!](#)
 - [Gimkit](#)
 - [Quizizz](#)
 - [EdPuzzles](#)
 - [Flipgrids](#)
 - [noRedInk](#)
 - [CK-12](#)
 - Prodigy (Math)
 - [Dreamscape](#) (Reading)
 - [Classroom Screen](#) (timer, dice, calculator, clock)