



## **Schrop Intermediate School** **Back to School Procedures for Online Learning**



**Start Date:** Online students, 4th-6th grade, will begin on Tuesday, September 8, 2020.



**Class Lists:** We are still in the process of finalizing staffing. Once this is determined, class placements will be shared. Your child's teacher will be reaching out to you through email & with an invite to his/her Google Classroom through your child's gmail account. You can access your child's email by going to [www.springfieldspartans.org](http://www.springfieldspartans.org) and clicking on the "Students & Parents" icon. You will then select "Email" and use sp\_firstname.lastname@shs.springfieldspartans.org as your child's username. His/her password will be their student ID number PLUS two zeroes.



**Supply Lists:** Supply lists for online students could be a little different from the face to face students. Your child's online teacher will confirm what will be needed as soon as possible.



**Open House:** We will be hosting online "meet the teacher" times for each family. More information will be coming soon regarding your specific time to log in for this virtual meeting.



**Start Times/End Times:** You will be receiving a daily schedule for each rotation day from your child's online teacher. The online program will run from 9:00-3:00 each school day. Once your child logs in for the day, he/she should not have to log in and out. Although the day will be 6 hours long, please know that your child will not be sitting in front of his/her teacher for 6 straight hours. The day will be broken up into academic times, specials times, lunch, recess & breaks. There will be times

when your child will not need to be in front of the computer and these will be explained in the schedules. We will be doing our best to simulate a typical school day for our online students with live teaching and interaction.



**Google Classroom/Zoom:** Google Classroom and Zoom will be the main platforms that your child will be using for the online setting. Your teacher will assist your child in navigating through these programs. Your child's camera will be required to be on during all learning times. You will also have an opportunity to meet with the teacher during your virtual "meet the teacher" time to ensure that all platforms are working correctly for you in order for your child to start strong on the first day of school.



**Device Distribution/Supply Pick-up:** We realize that many of you are in need of district devices. You will soon be assigned a time prior to September 8 to pick up your device (if needed) and any books or other supplies that we need your child to have at home to enhance the learning process. More information will be provided, when available.



**Attendance:** Online students are expected to be logged in, present and engaged each school day. Attendance will be taken daily at 9:00 a.m. and the school office will be notified of any absent students. If your child is ill and cannot attend virtual school that day, please call the school office to report him/her off just as you would if he/she were attending school in the building. Our truancy officer will be informed of any online students who are not attending school. Thank you in advance for ensuring that your child attends school.



**Extra-Curricular Classes:** The online students will still have access to these "specials" classes. They will be built into their schedules.



**Work Space/Setting:** We are asking that you take the time to create an awesome workspace for your child to use for online schooling. We recommend that this be a private space in your home that can stay set up at all times. Your child's teacher will let you know exactly what needs to be

readily available. To help you begin, here are recommendations to begin with your planning: a quiet area with no distractions, desk, comfortable chair that does not spin or rock, outlet for chargers, desk lamp, school supplies, stacking files to organize subjects, dry erase board and dry erase markers, water bottle, and plain scrap paper.



**Counseling Services:** We have a full time counselor at Schrop Intermediate. Miss Franks will be visiting your child's online class and will also be available, if needs arise. Your child's social-emotional well-being are of utmost importance to us.



**Behavioral Expectations/Discipline:** Teachers will set online behavioral expectations at the beginning of the school year and we know the students will do their best to follow them. Any continuous disruptions that are impacting the learning environment for your child or other children will be reported to the principal to be addressed.



**Dress Code:** Students are expected to dress in school appropriate clothing in order to maintain a positive online learning environment.



**Related Services:** Online students who have an IEP, are on a 504 or who receive Title I services will be receiving all of their services in the online setting. The intervention specialists, speech therapists and reading specialists will be reaching out to you to schedule those sessions/accommodations.



**Parent/Teacher Communication:** We ask that you respect the time during the school day that is designated for student learning. There will be times that you may have questions/concerns to discuss with your child's teacher. This can be done through email or phone calls. The teachers will have time built into their day to field and respond to parents. The designated learning times are for students only.