



# **Digital Learning Guide**

Parent Resource

2020-21

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#### 2020-21 Parent Resource



"Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the next. We can choose to walk through it, dragging the carcasses of our prejudice and hatred, our avarice, our data banks and dead ideas, our dead rivers and smoky skies behind us. Or we can walk through lightly, with little luggage, ready to imagine another world. And ready to fight for it."

~ Arundhati Roy, "The Pandemic is a Portal," Financial Times, 4/03/2020

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Office of Academics – July 2020

#### Introduction



In Shelby County Schools, our mission is to ensure that all students are successful as they engage in highquality, standards-aligned academic experiences that will prepare them for college and career. We are committed to our mission, even when exceptional circumstances prevent students from physically attending school. In order to fulfil our commitment to our students through our mission, we have developed the Digital Learning Guide. We recognize that nothing can compare to an onsite experience with teachers and students, but we believe it is possible to deliver powerful instruction in a flexible instructional model in an online environment in times of need. We also believe that engaging parents to build their confidence to support at-home learning is crucial to student success. We will provide initial training and support to parents as well as ensure on-demand and on-going support are readily available.

This document pulls together information and resources from several teams, departments, web pages, and presentations to give our families a "one stop shop" for how to proceed when learning takes place outside of the school buildings.

This document includes information on the roles for students, teachers, and families in remote learning, recommended time on task by subject area for each grade band (elementary, middle, and high school), digital resources, and details on device distribution, attendance during remote learning, and professional learning opportunities for families.

We hope the information in this document will provide a sense of security and stability when students are unable to physically attend school due to district closures.



#### **Instructional Model for Content Delivery**

#### 2020-21 Hybrid Learning Model

Guaranteeing instructional continuity means that Shelby County Schools' students and families can count on high quality instruction driven by students' needs regardless of the circumstances our community may find itself. A large part of providing consistent instructional experiences requires a delivery system that is flexible enough to respond to all situations. The flexible delivery system must create learning conditions that spark student engagement and accelerate student performance. While nothing can replicate the onsite learning experience, our framework enables our teachers to provide dynamic, multifaceted student and teacher interactions that we believe will allow all students to meet their educational goals.

<ul> <li>Model 1: Digital Synchronous (Learning together online)</li> <li>Students learn simultaneously with peers online via Microsoft Teams or Learning Management System (LMS); Teachers support student learning during shared online experiences</li> <li>Students must have or be provided technology access with a sufficient data plan; and families must be able to support a set schedule of online classes/learning experiences</li> <li>Teachers must be trained in how to lead online learning experiences and have access to digital materials</li> </ul>	<ul> <li>Model 2: Analog Synchronous (Learning together on the phone)         <ul> <li>Students engage in learning using printed materials and guidance; Students interact with teachers and peers on the phone to engage in learning</li> <li>Students must have or be provided access to a phone; and families must be able to support the learning taking place</li> <li>Teachers must provide thoughtful learning experiences and be supported in managing group or individual calls to support learning</li> </ul> </li> </ul>
<ul> <li>Model 3: Digital Asynchronous (Learn online independently)</li> <li>Students learn independently online using a program or LMS; Students receive teacher feedback and support via email or LMS</li> <li>Students must have or be provided technology access with a sufficient data plan; families are provided more flexibility in scheduling</li> <li>Teachers must be provided training in setting up online learning experiences for students, support with managing work submissions &amp; feedback online, and have access to digital materials</li> </ul>	<ul> <li>Module 4: Analog Asynchronous (Learn offline independently)</li> <li>Students independently engage in learning using printed materials and guidance; Students receive written feedback from teachers</li> <li>Students and families manage learning experience, including completion of work and student questions while working; families are provided more flexibility in scheduling</li> <li>Teachers must provide thoughtful learning experiences; avoid hours of packet work/worksheets; and provide written feedback for students</li> </ul>

#### Model 5: Hybrid of Digital, Analog, Synchronous, and Asynchronous Learning: Students learn online together and work offline independently.

These models will serve as the framework for flexible delivery for instruction. Because the age of the student and the nature of the subject/course/content play a role in choosing the most effective type of instructional delivery, SCS teachers will use a combination of models found within the framework to ensure the instructional experience matches the needs of the student. Per <u>State Guidance</u>, synchronous instruction should be the principal form of learning for elementary students, while older general education students can handle a true hybrid model of instruction. Though flexibility is key in providing the best experience for each student, three requirements are non-negotiable across all models:

- ✓ Careful planning by educators
- ✓ Student motivation and engagement
- ✓ Strong family support

Each school will have a daily virtual learning schedule to ensure everyone is familiar with the expectations for students, parents and teachers.

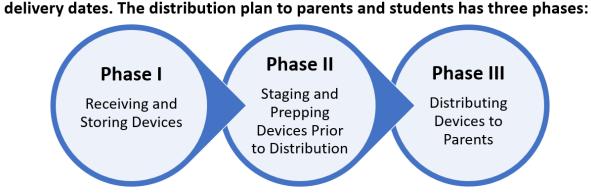
## **Mobile Devices**



#### **Distribution & Internet Access**

To ensure a safe parent experience, each school administration team will coordinate with security, risk management, and Student Health to ensure CDC recommendations are met. Prior to distribution, devices will be sanitized in accordance with CDC guidelines. The school technology support team will develop a plan to safely interact with each parent to deliver the device and will provide hotspots to those with demonstrated need. The team will plan for extended hours and days to accommodate parent schedules. The school technology support team will provide FAQs and step sheets for parents to reference for at-home support. The Educational Technology team will provide on-going training to parents to ensure parents have a strong knowledge base to support students at home. More details, including the pickup schedule can be found online: <a href="http://www.scsk12.org/accessforall/studentdevices">http://www.scsk12.org/accessforall/studentdevices</a>

Devices will be delivered in three cycles beginning in August based on vendor



#### **Requirements for Device Pickup:**

- Only the parent/guardian listed in PowerSchool may receive a device for the student.
- Parents/guardians must have a photo ID at the time of pickup.

Families with students at multiple schools may **submit a request online August 3 - 14** to pick up devices for all students at one time. Please note, devices will be available for most grades sooner by picking them up individually. Multi-device pick-up will be scheduled the week of August 23-28, and families will receive communication in advance about their designated pick-up date and location.

## Supporting Student & Family Health & Safety



#### School Counseling Services | Social and Emotional Learning

School Counselors serve as the primary point of contact in identifying and addressing students social-emotional developmental needs at the school. Social and emotional development is defined as a student's ability to manage his or her own feelings and behavior, understand the feelings of others, get along with other students, and build relationships with adults. School Counselors use the Tennessee School Counseling Social-Emotional Standards to help students learn, explore and manage emotions, and apply interpersonal skills. Also, they collaborate with Teachers to promote the five SEL Core-Competencies (Self-Awareness, Social Awareness, Relationship Skills, Self-Management, and Responsible Decision-Making) to enhance the learning process and create a culture of college and career readiness for all students in the area of social-emotional development.

	SUPPORT PROVIDED TO EACH STAKEHOLDER GROUP				
	In School	Virtual/Remote			
Services and Support	With in-person instruction, school counselors will:	With virtual/remote instruction, school counselors will:			
to Students	Deliver classroom guidance and group guidance addressing the TN	Post SEL videos and lessons on school and counselor webpages and			
	SPC Social-Emotional Standards and 5-SEL Competencies	social media sites			
	Provide school-wide education and prevention activities, i.e.	Provide virtual group guidance and individual and small group			
	Response to Intervention-Behavior (RTI-B)	counseling sessions via Microsoft TEAMS			
	Provide additional supports and interventions when needed, i.e.	Ensure access to online referrals and resources			
	individual & small group counseling, referrals				
Services and Support	With in-person instruction, school counselors will:	With virtual/remote instruction, school counselors will:			
to Teachers/School	Support staff knowledge & awareness of Social and Emotional	□ Facilitate SEL awareness sessions and/or share SEL information during			
Staff	Learning (SEL), i.e. faculty meetings, PLCs	virtual faculty PLC meetings			
	Collaborate with teachers to reinforce social-emotional skills with	□ Consult and/or collaborate with teachers to reinforce SEL with			
	academic content	academic content via Microsoft TEAMS meetings			
	Provide training on the School Counseling Referral Process	Provide training on the school counseling (online) referral process via			
	Consult with school social workers when needed	Microsoft Teams			
Services and Support	With in-person instruction, school counselors will:	With virtual/remote instruction, school counselors will:			
to	Provide Education and Training Sessions	Post SEL newsletters, videos, and lessons on school and counselor			
Parents/Guardians	Share newsletters, school and counselor webpages and social media	webpages and social media sites			
	posts highlighting the SEL Weekly/Monthly Focus	Ensure access to online referrals and resources			
	Meet and collaborate with parents/guardians when needed, i.e.	Facilitate meetings via Microsoft Teams			
	Student Resource Team (SRT), 504				
	Provide referrals and resources when needed				

## **Digital Learning Road to Success**



As we embark upon our new journey into Digital Learning, many terms are being shared related to digital devices and instruction. The <u>Shelby County Schools Board of</u> <u>Education Policy #5007</u> (the revised 2020 version will be posted once finalized) refers to Digital Learning Opportunity as "Instructional and educational activities requiring a combination of technology, digital content and instruction that is presented in a traditional classroom and/or non-traditional environment." Digital learning opportunities may include remote learning, hybrid learning, online learning, and virtual learning. The two main forms of learning that we will focus on this year are remote learning and hybrid learning, both defined below. Page 2 of this document further defines our instructional model for delivering digital learning.

#### **Remote Learning**

An instructional and educational approach that is teacher led and utilizes electronic technologies (e.g. discussion boards and video conferencing) when the teacher and/or student are not physically present in a traditional classroom environment.

#### **Hybrid Learning**

An instructional and educational approach that integrates at-school (face-to-face) and remote learning.

It is vitally important that we continue to communicate and prepare all stakeholders involved in educating our students. The next few pages outline what each stakeholder's role should be in this process along with goals for digital learning this year.

#### Roles & Expectations for Students & Families

	In School	Virtual/Remote	Success	
Students	<ul> <li>Adhere to policies and rules set forth by the District and your respective school</li> <li>Students must wear masks when inside the school buildings and on a bus</li> </ul>	<ul> <li>Dedicate appropriate time to learning, using the time on task recommendations or as guided by your teacher(s)</li> <li>Check Microsoft Teams, Clever, and other online platforms shared by your school or teacher for information on classes, assignments, and resources daily</li> <li>Ensure personal access to username(s) and password(s) for instructional resources</li> <li>Submit all assignments by due dates established by your teacher(s)</li> <li>Sign and submit the Appropriate Technology Usage &amp; Agreement Form to the school</li> <li>Notify your teacher or principal immediately, if there are problems with your technology</li> </ul>	<ul> <li>Student expectations for remote learning clearly communicated and in place</li> <li>Access to working, well-supported devices and internet</li> <li>Trained on the use of the Teams platform</li> <li>Provided with all learning materials (textbooks, calculators, etc.)</li> <li>Attend Remote Technology Summer and Boot Camps for Students</li> <li>Students know and access all programs with correct usernames and passwords</li> <li>Students submit assigned work</li> </ul>	
Parents/ Guardians	<ul> <li>Adhere to policies and rules set forth by the District and your respective school</li> <li>Maintain communication with your children's teachers and school counselors</li> </ul>	<ul> <li>Pick up mobile device and if needed, a hotspot</li> <li>Monitor District communications for up-to-date information regarding school closures, instructional continuation plans, and digital learning resources</li> <li>Ensure your children know their usernames and passwords for instructional resources</li> <li>Maintain communication with your children's teachers and school counselors</li> <li>Sign and submit the Appropriate Technology Usage &amp; Agreement Form to the school</li> <li>Notify your child(ren)'s teacher(s) or principal immediately, if there are problems with your technology</li> </ul>	<ul> <li>Parent communication available via live events on the Teams platform</li> <li>Support (phone and email) on Teams to assist in supporting students</li> <li>Understanding of scheduling, communication, and expectations for their students – Parents will be able to clearly answer – "What will each day/week look like for my child?"</li> </ul>	

## **Digital Learning Road to Success**

## C SCS

Success

#### **Central Office Roles & Expectations**

- 🛛 Schedule and support remote learning orientation sessions for all parents, students and Teachers Gear Up Day!
- Develop and communicate plans to distribute devices and internet access hot spots before or during the week of in-service
- $\hfill\square$   $\hfill$  Provide all schools with the Appropriate Technology Usage & Agreement Form
- $\hfill\square$  Test network bandwidth capabilities district-wide before first day of school
- Communicate remote learning expectations to all stakeholders
- □ Support school leaders, teachers, families, and students with needed resources and communication of ongoing expectations

#### School Leaders and Teachers

#### Roles & Expectations

	Roles & Expectations	Success
Principals	<ul> <li>Schedule and support remote learning orientation sessions for all parents, students and teachers</li> <li>Communicate remote learning expectations to all stakeholders</li> <li>Develop schedule and structure of support for teachers to receive feedback on lessons and delivery of instruction</li> <li>Attend virtually scheduled conferences with parents of at-risk/special population students during teacher office hours</li> <li>Create schoolwide communication for teachers with parents and students regarding expectations and student progress</li> <li>Provide professional development to teachers to support high quality digital learning that addresses standards and assessment alignment</li> <li>Principals will ensure special student groups are provided with appropriate accommodations and remote learning modalities in accordance to IEPs or ILPs (Individual Learning Plan)</li> <li>Adhere to district guidance for co-teaching structure based on student IEPs</li> <li>Become familiar with modified expectations for formal/informal observation using</li> </ul>	<ul> <li>Master and weekly schedules are set prior to start of school for teachers and students remote learning</li> <li>Teachers are trained in the 8 Team learning modalities and instructional resources by the start of the school year</li> <li>Teachers are trained in ensuring that appropriate accommodations and supports are provided to special student groups based on IEPs or ILPs</li> <li>Teachers have designated time and supports for planning and practicing high quality digital lessons</li> <li>Teachers have clearly identified instructional expectations aligned with district deliverables</li> <li>Effective and consistent communication with students, teachers, staff, and families regarding student progress and district updates</li> <li>Teachers have clearly identified instructional expectations aligned with district deliverables</li> </ul>
Teachers	<ul> <li>instruments/rubrics for virtual learning</li> <li>Develop high quality remote learning lessons/assignments for students that address standards/benchmarks while balancing online learning, volume of work assigned, and student/teacher interaction</li> <li>Use provided strategies and appropriate accommodations for English Learners (EL), Students with Disabilities (SWD), and Section 504 plans to the extent practical</li> <li>Communicate regularly with parents and families regarding expectations and student progress</li> <li>Hold established office hours (daily/weekly)</li> <li>Participate in professional development and virtual learning</li> <li>Notify your principal immediately, if there are problems with your technology and inappropriate student behavior</li> <li>Become familiar with modified expectations for formal/informal observation using instruments/rubrics for virtual learning</li> <li>Additional responsibilities needed to support students in remote learning platform (as needed)</li> </ul>	<ul> <li>Teachers will be well-trained and practiced in 8 Teams learning courses objectives</li> <li>Curriculum/materials will be in place for teachers to easily embed content into the chosen platform(s)</li> <li>Expectations on (daily, weekly, quarterly) deliverables are clear and consistent across the district</li> <li>Rostered classes in place for interaction with students</li> <li>Access to training, support materials, and phone/email</li> <li>Full participation and engagement in virtual professional development sessions and support</li> <li>Effective and consistent communication with families regarding student progress and other school updates</li> <li>Effective implementation of accommodations, modifications, and learning modalities for students with disabilities, English learners, and/or 504 plans</li> </ul>



#### Pre-Kindergarten (3 & 4-year olds) Sample Schedule

The recommended academic schedule for 3 and 4-year-old Prekindergarten students is below. Teachers will be engaged with groups of ten at a time. (Cohorts A and B)

Early Learning Domains	Time on Task	Prekindergarten Daily Activities & Assignments		
Language & Literacy	50 minutes/day	<ul> <li>Teacher-led (Virtual)</li> <li>20 minutes: Big Day Learning (Daily Whole/Circle Time Group Activities)</li> <li>15 minutes: Story time/BookFlix (Virtual or Prerecorded)</li> </ul>	Parent-led         One 15-minute teacher lesson/assigned activity using Quarterly Instructional Pacing Guide/At Home Connections         Istation teacher assigned lessons (Pre-K Reading and Math)         Parent and Child Time (PACT) Experience         Big Day Family Space	
Mathematical Thinking	35 minutes/day	Teacher-led (Virtual)       Parent-led         D 20 minutes: Big Day Learning (Daily Whole/Circle Time Group Activities) (Virtual Lesson by teacher)       One 15-minute teacher lesson/assigned activity using Qual Instructional Pacing Guide/At Home Connections         Image: State of the state		
Scientific Inquiry/Social Studies	35 minutes/day	Teacher-led (Virtual)         Image: Display Learning (Daily Whole/Circle Time Group Activities)	acher-led (Virtual)       Parent-led         20 minutes: Big Day Learning (Daily Whole/Circle       Image: One 15-minute teacher lesson/assigned activity using Quarterly	
Physical Development/ Creative Expression through the Arts	30 minutes/day	Teacher-led (Virtual)       Parent-led         Image: Solution of the second structure of the second structu		
Social and Emotional Development/ Enrichment/Brain Breaks	40 minutes/day	Teacher-led (Virtual)       Parent-led         10-minute session: Virtual Fieldtrips (see Early Childhood online resources)       Ready Rosie         10-minute session: Second Step       Big Day Family Space         Recommended Early Learning Domains for Special Education and English Language Learners teachers will incorporate:		
Total Recommended Student Time on Task: 3 hours and ~ 10 minutes per day (15 hours and ~ 50 minutes per week)		Individualized Education Plans-Cognitive, Occupat	ional, Physical and Speech/Language to each child based on their IED, Brigance Assessment data, and Cognitive	
Pre-K Students will receive a Reathat will include:	mote Learning Box	<ul> <li>Parent curriculum pacing guide</li> <li>Pre-K Big Day Skills Booklet</li> <li>Online resource list</li> <li>Disabilities Services Guide</li> <li>Ready Rosie Parent Resource Guide</li> <li>Diabilities Curriculum pacing guide</li> <li>Dramatic play activities</li> <li>Prantic play activities</li> <li>Dramatic play activities</li> <li>Blocks</li> <li>Puzzles</li> <li>Puzzles</li> <li>Ball, jump rope and sidewalk</li> <li>Counting cubes</li> <li>Calendar</li> </ul>		



#### Elementary School (Grades K-5) Sample Schedule

Please note this is a sample schedule. Schools may have a different approach to making sure all students get 32.5 hours of instruction per week. Per <u>State Guidance</u>, synchronous instruction should be the principal form of learning for elementary students.

Subject Areas	Time on Task	K-5 Daily	Activities & Assignments	
Subject Areas		Refer to Individualized Education Plans (IEPs) for Students with Disabilities when determining the time on task, modifications/accommodations, related		
			other educational supports.	
Reading/Language	2 hours & 45	Teacher-led (Virtual daily)	Independent Study	
Arts/Writing	mins/day	<b>2 hours of teacher-led lessons</b> /assigned activities through	<b>30 minutes</b> of reflective writing daily and	
		Microsoft TEAMS and <u>Clever</u>	15 minutes of reading daily	
Mathematics	1 hour/day	Teacher-led (Virtual daily)		
		<b>1 hour of teacher-led lessons</b> /assigned activities through Micros	oft TEAMS and <u>Clever</u>	
Science	30 minutes/day	Teacher-led (Virtual Mon/Wed/Fri)	Independent Study (Tues/Thurs)	
		<b>30 minutes of teacher-led lessons</b> /assigned activities through	<b>30 minutes</b> of Science activities through the <u>Clever</u> Portal and/or as assigned	
		Microsoft TEAMS and <u>Clever</u> <b>3 days a week</b>	by the teacher	
Social Studies	30 minutes/day	Teacher-led (Virtual Mon/Wed/Fri)	Independent Study (Tues/Thurs)	
		<b>30 minutes of teacher-led lessons/</b> assigned activities through	<b>30 minutes</b> of Social Studies activities through the <u>Clever</u> Portal and/or as	
		Microsoft TEAMS and Clever 2 days a week	assigned by the teacher	
Createl Areas: Art	1 hour/day	Evereire deily by completing one video for your grade level on Co	armia Kida Vaga, Darahaa Warkaut, ar Maya ta Laarn (linka can ha faund hara)	
Special Areas: Art, Music, P.E. and	I nour/day	Exercise daily by completing one video for your grade level on Cosmic Kids Yoga, Darabee Workout, or Move to Learn (links can be found here: <a href="http://www.scsk12.org/instructionalresources/k-5.php">http://www.scsk12.org/instructionalresources/k-5.php</a> )		
World Languages		Practice a World language on Duolingo.com through your <u>Clever Portal</u>		
		Complete an art activity at Crayola: At Home Learning		
		Complete a module on <u>www.musicplayonline.com</u>		
Intervention	45 minutes/day	ELA Intervention/Enrichment (Monday/Wednesday/Friday)	Math Intervention/Enrichment (Tuesday/Thursday)	
(Math & ELA)	or as outlined in	<b>45 minutes</b> of ELA lessons assigned in i-Ready through the	<b>45 minutes</b> of Math lessons assigned in i-Ready through the <u>Clever Portal</u>	
	a student's IEP	<u>Clever Portal</u>		
Enrichment/Brain		Learn to code with Code.org through <u>Clever</u> (your school may have a special login code for you to track your progress)		
Breaks		<ul> <li>Learn keyboarding on Typing.com through the <u>Clever Portal</u></li> <li>Have a dance party! Play your favorite songs and dance</li> </ul>		
As needed	· · · · · · · · · · · · · · · · · · ·	Use crayons, markers, and pencils to draw or color your favorite things		
throughout the		Independent Reading		
day	day Explore different subjects and complete lessons on Khan Academy through the Clever Portal			
		Total Recommended Student Time	on Task:	
	6.5 hours/day			
		32.5 hours/week		



#### Middle School (Grades 6-8) Sample Schedule

Please note this is a sample schedule. Your child(ren)'s school may have a different approach to making sure all students get 32.5 hours of instruction per week. Students will complete assignments and activities independently in addition to the activities listed below each day. Time on Task Subject Areas 6-8 Daily Activities and Assignments Refer to Individualized Education Plans (IEPs) for Students with Disabilities when determining the time on task, modifications/accommodations, related services and other educational supports. Language Arts 1 hour & 45 Teacher-led (Virtual daily) Independent Study mins/day **1 hour of teacher-led lessons**/assigned activities through **30 minutes** of reflective writing daily Microsoft TEAMS and Clever **15 minutes** of independent reading daily 1 hour/day Teacher-led (Virtual daily) Mathematics **1 hour of teacher-led lessons**/assigned activities through Microsoft TEAMS and Clever 1 hour/day **Teacher-led** (Virtual) Science **1 hour of teacher-led lessons**/assigned activities through Microsoft TEAMS and <u>Clever</u> Social Studies 1 hour/day **Teacher-led** (Virtual) 1 hour of teacher-led lessons/assigned activities through Microsoft TEAMS and Clever 1 hour/day Electives Complete a lesson on www.duolingo.com П Learn about Latin cultures on www.latintutorial.com Or other activities & lessons as assigned ELA Intervention/Enrichment (Monday/Wednesday/Friday) 45 minutes/day Math Intervention/Enrichment (Tuesday/Thursday) Intervention (Math & ELA) or as outlined in a **45 minutes** of ELA lessons assigned in i-Ready through the Clever **45 minutes** of Math lessons assigned in i-Ready through the Clever Portal student's IEP Portal Enrichment/Brain Create music online using www.midicity.com Take an online PBS Crash Course in Theater and Drama Breaks As needed Have a dance party! Play your favorite songs and dance throughout the Use crayons, markers, and pencils to draw or color your favorite things Learn to code with Code.org through Clever (your school may have a special login code for you to track your progress) day П Independent Reading П Explore different subjects and complete lessons on Khan Academy through Clever **Total Recommended Student Time on Task:** 6.5 hours/day 32.5 hours/week

Subject	Time on Task	College, Career, and Technical Education (CCTE) 6-12 Recommended Daily Activities	
Special Area	45 minutes/day	Teacher lessons/assigned activities using the CCTE course curriculum guides	
CCTE		Log into online curriculum platform(s), specific to cluster/program of study, to complete assigned activities	
		Practice skills using computer-based simulations and complete demonstrations using the Microsoft TEAMS platform	



#### High School (Grades 9-12) Sample Schedule

Subject Areas	Time on Task	9-12 Daily Activi	ties and Assignments	
		Refer to Individualized Education Plans (IEPs) for Students with Disability	ties when determining the time on task, modifications/accommodations,	
		related services and other educational supports.		
English Language	1 hour & 30	Teacher-led (Virtual)	Independent Study	
Arts	mins/day	1 hour of teacher-led lessons/assigned activities through	<b>30 minutes</b> of reflective writing daily	
		Microsoft TEAMS and <u>Clever</u>	<b>15 minutes</b> of independent reading	
Mathematics	1 hour/day	Teacher-led (Virtual)		
		<b>1 hour of teacher-led lessons</b> /assigned activities through Microso	ft TEAMS and <u>Clever</u>	
Science	1 hour/day	Teacher-led (Virtual)		
		□ 1 hour of teacher-led lessons/assigned activities through Microso	ft TEAMS and <u>Clever</u>	
Social	1 hour/day	Teacher-led (Virtual)		
Science/History		1 hour of teacher-led lessons/assigned activities through Microso	ft TEAMS and Clever	
Electives	1 hour/day	Find resources, support materials, video lesson and more with AP College Board		
	-	Complete Practice ACT Tests at <u>ACT.org</u> and/or <u>Kaplan</u>		
		Complete a lesson on <u>www.duolingo.com</u>		
		Learn about Latin cultures on <u>www.latintutorial.com</u>		
		Explore careers and certifications using <u>CCTE Resource links</u> on Shelby County School's webpage		
Intervention	45 minutes/day	ELA Intervention/Enrichment (Monday/Wednesday/Friday) Math Intervention/Enrichment (Tuesday/Thursday)		
(Math & ELA)	or as outlined in a	45 minutes of ELA lessons assigned in Edgenuity through the 45 minutes of Math lessons assigned in Edgenuity through the Clever		
	student's IEP	<u>Clever Portal</u>	<u>Portal</u>	
Enrichment/Brain		Have a dance party! Play your favorite songs and dance	Create music online using <u>www.midicity.com</u>	
Breaks		□ Check out your favorite Audio book on Audible through SCS	Take an online <u>PBS Crash Course</u> in Theater and Drama	
As needed throughout		□ Learn to code on Code.org (your school may have a special	Independent Reading	
the day		access code to track your progress)		
		Total Recommended Student Time on Task	:	
		6.5 hours/day		
		32.5 hours/week		

Subject	Time on Task	College, Career, and Technical Education (CCTE) 6-12 Recommended Daily Activities	
Special Area	45 minutes/day	] Teacher lessons/assigned activities using the CCTE course curriculum guides	
CCTE		Log into online curriculum platform(s), specific to cluster/program of study, to complete assigned activities	
		Practice skills using computer-based simulations and complete demonstrations using the Microsoft TEAMS platform	

## **Optional Schools & Advanced Academics**

#### Expectations by Program Type

-		
	In School	Virtual/Remote
Advanced Academics	Follow traditional format	AP, IB, DE, SDC, Honors
(AP, IB, DE, SDC,	in accordance with	□ Students will participate in online learning as directed by their teachers. Instructional plans will be guided by
Honors)	District/State	district/state policies for advanced courses as well as the respective governing bodies for these advanced courses
	requirements for	(i.e., College Board, IBO, DE college partners, TDOE). Supports may include:
	Advanced courses.	<ul> <li>live teaching sessions</li> </ul>
		<ul> <li>pre-recorded teaching videos</li> </ul>
		<ul> <li>one-on-one or small group conferences using Microsoft Teams or other approved platforms</li> </ul>
		<ul> <li>virtual tutoring and/or review sessions</li> </ul>
		<ul> <li>independent assignments or projects</li> </ul>
		<ul> <li>supplemental resources/materials</li> </ul>
		□ Advanced Academics will engage in regular communication with the respective governing bodies of these
		programs to support instructional fidelity and to facilitate student success in these programs.
		Honors (6-8) if devices aren't deployed to Middle School students yet
		Provide teacher guidance/recommendations for the utilization of extension tasks, mini projects, or other
		supplemental materials that address the framework of standards for honors courses in accordance with state/district policies.
<b>Optional Programs</b>	Follow traditional format	Optional Programs (K-12)
	in accordance with	Students will participate in online learning as directed by their teachers. Instructional plans will be guided by
	<b>Optional Schools Strategic</b>	district policies as well as the Optional Schools Strategic Plan developed by each Optional School. Supports may
	Plans.	include:
		<ul> <li>live teaching sessions</li> </ul>
		<ul> <li>pre-recorded teaching videos</li> </ul>
		<ul> <li>one-on-one or small group conferences using Microsoft Teams or other approved platforms</li> </ul>
		<ul> <li>virtual tutoring and/or review sessions</li> </ul>
		<ul> <li>independent assignments or projects</li> </ul>
		<ul> <li>supplemental resources/materials</li> </ul>
		Optional Programs (K-8)
		Provide teacher guidance/recommendations for the utilization of supplemental resources/packets, extension tasks or
		mini projects that support the Optional theme.

### **Supporting Student Intervention**



#### Response to Instruction & Intervention (RTI<sup>2</sup>) Roles & Expectations

	In School	Virtual/Remote
Students	<ul> <li>Actively engage during the intervention block.</li> <li>Identify username(s) and password(s) for instructional intervention platforms and how to access the platforms (Clever, Illuminate FastBridge, iReady (K-8), Edgenuity (9-12).</li> <li>Monitor progress by analyzing intervention platform performance data: i-Ready (K-8), Edgenuity (9-12) and progress monitoring data (IFB).</li> </ul>	<ul> <li>Dedicate appropriate time to learning, using the time on task recommendations or as guided by intervention provider.</li> <li>Review daily communication, assignments, or resources provided by the intervention provider in Microsoft TEAMS, Clever, Canvas, and other identified intervention online resources.</li> <li>Identify username(s) and password(s) for instructional intervention platforms and how to access the platforms (Clever, Illuminate FastBridge, iReady (K-8), Edgenuity (9-12)).</li> <li>Complete and submit all assignments by due dates established by the intervention provider.</li> <li>Monitor progress by analyzing intervention platform performance data (i-Ready (K-8), Edgenuity (9-12)) and progress monitoring data (IFB).</li> </ul>
Parents/ Guardians	<ul> <li>Monitor school and district communications for important information regarding RTI<sup>2</sup> assessments and interventions.</li> <li>Ensure child identifies Clever username and password to access Illuminate FastBridge, i-Ready (K-8), Edgenuity (9-12).</li> <li>Maintain communication with your child's teachers.</li> <li>Review your child's progress (EdPlan Parent letter and i-Ready (K-8) or Edgenuity (9-12)).</li> </ul>	<ul> <li>Monitor your child's online instruction.</li> <li>Foster an environment conducive to learning, by developing the following:         <ul> <li>Establish a quiet digital learning and study area.</li> <li>Set a regular time for completion of assignments.</li> <li>Assist with assignment.</li> <li>Ensure quality time is allocated to completing assigned assessments.</li> </ul> </li> <li>Pick up mobile device and a hotspot, if needed.</li> <li>Monitor school and district communications for important information regarding RTI<sup>2</sup> assessments and interventions.</li> <li>Ensure your child identifies Clever username and password to access Illuminate FastBridge, i-Ready (K-8), or Edgenuity (9-12)</li> <li>Maintain communication with your child's teachers.</li> <li>Review your child's progress (emailed EdPlan Parent letter and i-Ready (K-8) or Edgenuity (9-12)).</li> </ul>

## Supporting Exceptional Children



#### Accommodations, Modifications, and Support

**Refer to Individualized Education Plans (IEPs)** for Students with Disabilities when determining the time on task, modifications/accommodations, related services and other educational supports.

Subject Areas	Time on Task	Assignments										
Reading/Language Arts/Writing	<b>45 minutes/day*</b> 3 hrs 45 mins/wk (or as outlined in the student's IEP)	<ul> <li>Special Education Teacher will collaborate with the gener</li> <li>Complete activities based on skill deficits per IEP</li> </ul>	og into i-Ready/Edgenuity through the Clever Portal and complete ELA lessons as appropriate per IEP pecial Education Teacher will collaborate with the general education teacher for modifications/accommodations iomplete activities based on skill deficits per IEP .FS/FS/BIC complete instructional packet assignments and/or log on to appropriate designated software									
Mathematics	45 minutes/day* 3 hrs 45 mins/wk (or as outlined in the student's IEP)	<ul> <li>Special Education Teacher will collaborate with the gener</li> <li>Complete activities based on skill deficits per IEP</li> </ul>	og into i-Ready/Edgenuity through the Clever Portal and complete Math lessons as appropriate per IEP Special Education Teacher will collaborate with the general education teacher for modifications/accommodations									
Science       18 minutes/day* <ul> <li>Teacher lessons/assigned activities through Microsoft TEAMS and Clever</li> <li>Special Education Teacher will collaborate with the general education teacher for modifications/accomments</li> <li>AFS/FS/BIC instructional packet assignments and/or log on to appropriate designated software</li> </ul>												
Social Studies	18 minutes/day* 1 hr 30 mins/wk (or as outlined in the student's IEP)	<ul> <li>Teacher lessons/assigned activities through Microsoft TEAMS and Clever</li> <li>Special Education Teacher will collaborate with the general education teacher for modifications/accommodations</li> <li>AFS/FS/BIC complete instructional packet assignments and/or log on to appropriate designated software</li> </ul>										
	Pre-K Resources	Resources for Deaf/Hard of Hearing	Resources for the Visually Impaired									
Khan Academy		Sign 2 Me Daycare (Daily stories)	Bookshare E-Books									
ABC Preschool/Kids	Tracing and Phonics	Life Print (www.lifeprint.com)	NVDA Screen Reader (Windows)									
PBS Kids		ASL Story Telling QR Codes for Books Signed	Apple Voice Over Screen Reader (OS X)									
<u>Starfall</u>		ASL Stories – YouTube Channel	WebAnywhere Screen Reader (All Web Browsers)									
Kids Learning Box: Pr	eschool (app)	Hands Land - YouTube Channel	Spoken Web Screen Reader (Internet Explorer)									
Epic. (app)		Aunt Alice's ASL TV - YouTube Channel	Braille and Audio Reading Download (BARD Mobile) Screen Reader									
Fish School 123 ABC	for Kids (app)	Zearn Math										
ABC Genius Preschoo	ol Games for Learning Letters (app)	Brain Pop	Aipoly Vision: Sight for Blind & Visually Impaired									
123 Toddler Games (	app)	Hippo Campus for High School	TapTapSee (App)									
List of Virtual Museu	ms from Travel and Leisure Magazine	* <u>EDUGOODIES</u> is the number one resource for	Cash Reader (App)									
		parents of exceptional children (all grades). It	Seeing Al (App)									
-	arten (3 & 4-year-olds) Time on Task ns of activities for Preschool students wit	features popular digital resources, including many that SCS students can access with their Clever	Seeing Assistant Magnifier (App)									
	ade by the special education teacher.	account.	Braille Tutor (App)									

## Supporting English Learners



#### Accommodations, Modifications, and Support

Refer to Individualized Learning Plans (ILPs) for English Learners (ELs) when determining the time on task, modifications, accommodations, related services, and other educational supports.

- ELs with more than one WIDA ACCESS domain score below 3.5 shall receive five hours per week of direct ESL service from an ESL teacher. In K-5, the hours per week can be accomplished by having the ESL teacher in the same TEAMS room as the ELA teacher providing support. For Middle and High Schools ELs who require 5 hours of weekly service, ESL may replace ELA/Language Arts writing.
- Students scoring 3.5 or above on WIDA ACCESS composite, reading, writing, and one (1) other domain on the WIDA ACCESS and ELs in kindergarten scoring between 20 and 27 on all domains of the W-APT may have services tailored to their needs including fewer hours of ESL direct instruction based on their ILP, skills-based interventions, and other services that are differentiated for each EL.
- Note: Remote screening of NELB students will take place to identify provisional ESL services, until official W-APT/ WIDA Screener is administered upon return to schools.
   Parents will be notified via email (or U.S. mail) of their child's EL status.

#### ELs Recommended Time on Task

Subject Areas and Time	on Task	Assignments & Activities											
ESL Based on WIDA ACCESS of scores. (See guidance abo			<ul> <li>Teacher lessons/assigned activities through Microsoft TEAMS using Tier 1 Wonders/My Perspectives Curriculum</li> <li>Log into District-assigned curriculum through the Clever Portal and complete ELA lessons as appropriate per ILP</li> <li>ESL Teacher will collaborate with the general education teacher for modifications/accommodations</li> <li>Complete activities based on <i>WIDA Can Do</i> goals within ILP</li> </ul>										
ELD Additional to ESL. ELs wit U.S. school who qualify fo RTI/ESL team)	•		Teacher lessons/assigned activities through Microsoft TEAMS and Clever ELD/Newcomer ELs complete language development assignments within Microsoft TEAMS Complete activities based on <i>WIDA Can Do</i> goals within ILP Teachers will utilize ESL resources from the Tier 1 curriculum (see notes in Mentor section Reading A-Z (Daily Language Skills) and Rosetta Stone										
Reading/Language Arts Writing	Aligned with grade- level/subject		ELD/Newcomer ELs complete language development assignments within Microsoft TEAMS Teacher lessons/assigned activities through Microsoft TEAMS and Clever (all core subjects)	S and,	/or appropriate designated software Log into District-assigned curriculum through the Clever Portal and complete								
Mathematics Science Social Studies	recommendations for all students		ESL Teacher will collaborate with the general education teacher for modifications/accommodations & language objectives (all core subjects) Complete activities based on WIDA Can Do goals within ILP		ELA, Math, Science, and Social Studies lessons as appropriate per ILP								

#### The programs listed below are all accessible via the student's SCS Clever Login.

English Learner Digital Resources	Student Grade Level	English Learner Parent Resources							
Reading A-Z	K-12	Rosetta Stone Level 1 English for Adults - SCS EL Parent Login							
Rosetta Stone	9-12	Sign-in Guide							
LexiaCore5/PowerUp	ELD K-12								
WIDA ACCESS for ELLs 2 (Parent Handout) Spanish Version Arabic Version Vietnamese version									

WIDA ACCESS for ELLs 2.0 What is ACCESS for ELLs 2.0? ACCESS for ELLs 2.0 is an English language proficiency assessment for Grades K–12. The test is administered every year to help school districts monitor the English language development of students identified as English language learners. What is the purpose of the test? wida.wisc.edu

# Digital Resources Core Subject Areas



The chart shared below was created using the resources posted by grade band on the Shelby County Schools Instructional Resources/Digital Resources webpage. http://www.scsk12.org/instructionalresources/digitalresources.php

Core Materials						E	ELA S	Sup	plen	enta				Ma	ath	Sup	plen	nen	tal			Sci	ence	Sup	pler	nen	tal				Sc	ocia	Stu	udies	s		Multiple							
	COUNTY SCHOOL SCCS SCS Greathence since 185	iStation (PreK Reading & Math)	i-Ready	Edgenuity (9-12)	Dreambox	McGraw-Hill (enrolled courses)	Studies Weekly	Ually Fun with Phonics	Achieve 3000	E-Learning for Kids	Scholastic Learning	Starfall	Time (magazine) for Kids Tween Tribline-Smithsonian	Write & Improve	Niimher? com (ACT Pren)	2	Great Minde	Great Ivillius III tractic Afathomotion	IIIUStrative Mathematics	LearnZillion	Virtualnerd.com	Upenmiaale.com Illuminations	National Geographic	PhET Interactive Simulations	Scholastic Pathways	STUDYJAMSI	Exploratorium Science Snacks	Science News for Students	Exploratorium.edu/leam	Ameoba Sisters	Bozemanscience.com	Pearson Realize for Biology		EverFi-Online (Grades 4-5)	Active Classroom	Britannica School	DBQ Project	iCivics	Pearson Success Net	LearnZillion (ELA & Math)	BrainPOP (All subjects)	3	Ed.Ted.com (ELA & Social St.)	Khan Academy (All except ELA)
Ă	All Early Learning Domains																																											
	Language Arts/Reading		□♦				C	) (	- C	) C	- I	- C	1 🗆																															
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	Social Studies																																											
	Language Arts/Reading			□♦							<b>_</b>																																	
-12	Mathematics			□♦																] D	1 0	1 🗆																					1	
ۍ م	Science																														J (	2											1	
	Social Studies/Social Science																						1																					

Note: Digital Resources designated as "Core Materials" have been selected because of their ability to track student progress, provide graded activities, and track time-on-task.

- Standard Curriculum
- **Exceptional Students Modified Curriculum**

## **Digital Resources**



#### Electives and Other Programs

The chart shared below was created using the resources posted by grade band on the Shelby County Schools Instructional Resources/Digital Resources webpage. <a href="http://www.scsk12.org/instructionalresources/digitalresources.php">http://www.scsk12.org/instructionalresources/Digitalresources</a>

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	SCOUNTY SCHOOL SCOUNTY SCOUNTY SC	MusicPlayonline.com	SFSKids.org	Dsokids.com	Art of Education University	Crayola: At Home Learning	National Gallery of Art and NGAkids Interactives	Kennedy Center Digital Stage	Midi.city	MemphisShelbycollective.go daddysites.com	PBS Crash Course	Onlinepianist.com/virtual- piano	Duolingo.com	Latintutorial.com	Magistrula.com	Cairn Guidance Non- Traditional Health Education Prompts	Cosmic Kids Yoga	Darebee Workout	Move to Learn	Go Noodle	Booklist	Britannica Online	Britannica Image Quest	Junior Library Guild Digital Memphis/Shelbv Countv	Public Library	TEL (Tennessee Electronic Library)	World Almanac for Kids	Follet Books Gale	ReadyRosie Early Literacy Lessons	Audible for SCS	ACT.org	Kaplan	Code.org Mynextmove.org (Career Exploration)	Careeroneston ord	ICEV Online (CCTE)	<u>SCS Social/Emotional</u> <u>Resources</u>	Ready! For Kindergarten SEL	ous ouggested unit
	Physical Education																																					
PK	Social Emotional Learning																																					
	Fine Arts																																					
	Computer Science																															[						
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2	Fine Arts																												1									
9-12	Health, PE & Lifetime Wellness																												1									
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	Social Emotional Learning							1						-																								
	World Languages							1																														

## Parent Training & Support

#### Microsoft TEAMS

#### **K-12** Parent Training

As Shelby County Schools moves towards a 1:1 digital learning environment (one-device-per learner) where devices are used to provide access and customized learning options, keeping our parents informed is a top priority. Our Educational Technology team has developed a series of parent sessions that will be offered as on-line live events. The links to attend and access will be available on the SCS website here: <u>http://www.scsk12.org/instructionalresources/teams</u>

Closed captioning will be provided in Spanish and Arabic for all courses. The District will work with parents to offer a variety of training opportunities to ensure that parents:

- 1. Understand the instructional approach that aims to customize learning for each student's strengths, needs, skills, and interests
- 2. Understand how to support students to use devices to access learning opportunities

Parent Training Part I	Parent Training Part II		Parent Training Part III	Parent Training Part IV: August 5 <sup>th</sup>
SUPPORTING YOUR STUDENT WITH MICROSOFT TEAMS Overview Participants will leverage student experience utilizing Microsoft TEAMS for classroom instruction and understand student expectations and responsibilities in a digital environment. Outcomes As a result of this session, participants will be able to apply important information about the tools made to support learners of all ages and abilities and reflect on the expectations surrounding digital citizenship.	DISTRICT DEVICES: AN INTRODUCTION FOR FAMILIES Overview Participants will understand best practices for maintaining and caring for electronic devices. Outcomes As a result of this session, participants will be able to understand SCS Policy 2013 - inventory management and protocols and procedures for devices utilizing Microsoft TEAMS.	WITH OFF Overview Participant the status grades, an Outcomes As a result able to exp informatic	<b>BYOUR STUDENTS' PROGRESS</b> <b>ICE 365 AND MICROSOFT TEAMS</b> is will leverage the ability to track of student learning, assignments, d classroom progress. of this session, participants will be plore access and interpret this n to ensure students' continued of the weekly digest.	WHAT COMES NEXT? THE 1:1 DIGITAL HANDBOOK Overview Participants will leverage a guide with information providing clear expectations and areas of support throughout this 1:1 journey. Outcomes As a result, parents will know how to navigate and access various levels of support from central office and schools.
June 15 <sup>th</sup> , July 6 <sup>th</sup> , and July 20 <sup>th</sup>	July 31 <sup>st</sup> and August 7 <sup>th</sup>	TBD		July 31 <sup>st</sup> and August 7 <sup>th</sup>
	REMAINING SUMP	VER 2020	SESSIONS	
	July 31 <sup>st</sup>		ŀ	August 7 <sup>th</sup>
More details available here: <u>http://www.scs</u>	k12.org/instructionalresources/teams. Sess	ions will be	made into videos and posted on t	the District's website.
<ul> <li>Intro to District Devices</li> <li>1:1 Digital Handbook, Part 1</li> <li>1:1 Digital Handbook, Part 2</li> </ul>				

## **Parent Training & Support**



MICROSOTT IEA	IMS									
UPCOMING FALL 2020 SESSIONS										
August 21 <sup>st</sup>	August 28 <sup>th</sup>	September 4 <sup>th</sup>	September 9 <sup>th</sup>	September 16 <sup>th</sup>						
All courses will be made into vi	deos and posted on the District's	website. Each course listed will	be available LIVE on the dates be	elow.						
Teams 101: Unpacking Digitized	tal Learning for Families									
Learn from Home with FLVS	S Fundamentals and Microsoft Ed	ducation Resources								
The Inclusive Classroom										
Be Ready with Office 365										

Connect, Create, and Achieve More with Communication and Digital Citizenship

#### PowerSchool Support

PowerSchool is the student information system for Shelby County Schools. A PowerSchool account is required to be enrolled in school, but it also gives parents easy access to other important processes and student information.

- New Student Registration
- Returning Student Updates
- School Choice Applications
- Summer Learning Academy Application
- Student Grades, Attendance & Report Cards •

#### How to Access Your PowerSchool Account:

Click here to login using the same username and password used to register your account. If you forget your login info, click the "Forgot Username or Password?" link. You'll need the email address associated with your account to recover your username and/or password.

#### Having Trouble Accessing Your PowerSchool Account?

Call (901) 416-6007 or send an email to iChoose@scsk12.org for account setup and support. Watch this video for additional help.

#### Get the PowerSchool app for Apple & Android smartphones!



- Download the app for free! APPLE | ANDROID
- Use District code: GWHX
- Sign in with your PowerSchool username and password.

### Parent Training & Support



#### Microsoft TEAMS Frequently Asked Questions

Q: How will the teacher know who attended the full virtual class?

A: The teacher will be able to download a participant lists that will have a time stamp of when each student joined and left the Microsoft TEAMS class.

Q: Can parents call in to Microsoft TEAMS? Can teachers make phone calls to parents from Microsoft TEAMS?

A: Parents can call in if the Microsoft TEAMS contact information is shared with them. Teachers will not be able to call non-SCS employees through Microsoft TEAMS.

Q: Is Microsoft TEAMS accessible to students on phones, iPads, etc. or would they have to have access to a computer?

A: Microsoft TEAMS is available as an app for download to phones and tablets, as well as for computers.

Q: After downloading Microsoft TEAMS, how does a student login?

A: Students login using their 6-digit PowerSchool ID number @student.scsk12.org as the username and DOB as the password. For example, if the student's PowerSchool ID number was 901901 and their date of birth was July 1, 2008, the login would be: Username: 901901@student.scsk12.org Password: 07012008

Q: Can Microsoft TEAMS be used to hold IEP meetings?

A: The Department of Exceptional Children will need to be contacted regarding the process for holding online IEP meetings.



#### **Thanks & Acknowledgements**



#### Shelby County Board of Education Shelby County Schools Cabinet

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#### Shelby County Schools Contributing Teams and Departments

The Office of Academics Core Academic Team would like to thank all teams and departments who produced and submitted information for this guide.

College, Career, and Technical Education Core Academic Team Curriculum & Instruction Early Childhood Early Literacy Educational Technology English as a Second Language Department Exceptional Children & Health Services Office of Schools & Leadership Optional Schools & Advanced Academics Professional Learning & Support Response to Intervention School Counseling Services

Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.