2020-2021 Virtual Learning Parent Guide

Russell Elementary School
Hello Russell families and welcome to the 2020-2021 school year! While our entire staff wishes we could be with our students face to face at this time, we are excitedly preparing to begin our new learning experiences with virtual teaching and distance learning.

It is our hope that this Virtual Learning Parent Guide will help shed some light and ease some worries on what your children will experience beginning August 24th. If we can be of any help, please don’t hesitate to reach out to us.

Let’s go Cougars!

Dr. Lisa N. Strauther  
Principal  
314-953-4751  
lstrauther@hazelwoodschools.org

Mr. Steven Baker  
Assistant Principal  
314-953-4766  
sbaker@hazelwoodschools.org
### School Information

**School Hours**
- Pre-Kdg - 5th grade 8:50 am - 3:50 pm

**Main Office: 314-953-4750**
- Mrs. Colton, Principal’s Secretary
- Mrs. Stefanie Taylor, Attendance Clerk

**Counselor**
- Mrs. Szarek: 314-953-4758

**Social Worker**
- Mrs. Sheppard: 314-953-4775

**School Nurse**
- Mrs. Chapman: 314-953-4760

**Instructional Coach**
- Dr. Channie Cotton: 314-953-4777
Virtual Day
Click on a link below to learn more about what a virtual day may look like

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Virtual Day - Student Expectations

- The school day will look much like a regular school day, except students will complete work with their teachers from home on their chromebook.
- Students should log into their Google Classroom at the start of the school day (8:50 am)
  - Teachers will share information on joining their Google Classroom
- Students will meet their teacher(s) daily for “live” instructional lessons
  - Students will engage in whole group, small group, one-on-one, & independent activities
  - Students will have breaks/recess, lunch & special area classes
Google Classroom Example

- **Username**
  - Student ID number (Can be found on Parent Portal)

- **Password**
  - HSDmmddyy (HSD011709)

- **Joining a Google Classroom**
  - Classroom teacher will reach out
  - Class code will be shared with students through their email
    - Student id #@hazelwoodschools.org = 123456@hazelwoodschools.org

https://classroom.google.com/u/0/c/MTE3NTMzMDcyODgx
Google Classroom Tutorial
Virtual Day - Student Expectations

- Students will complete online & offline assignments.
- Students will follow the schedule of the classroom from 8:50 am - 3:50 pm, Monday-Friday.
- Students will submit practice work, homework, projects, & other assignments as requested.
- Students will ask questions, request additional help, & be an active learner.
Virtual Day - School Day Example

Similar to a school day inside of a classroom, students will interact with their classroom teacher with the use of their chromebook. Teachers also have the capability to record their whole group instructional lessons for review by students at a later time.

Click on the computer to see an example of how school may look for your child.

https://www.facebook.com/watch/?v=578092242874406
Virtual Day - Grade Level Schedules

You can find each grade level's daily schedule here:

Grade Level Virtual Schedules
First Week of School

To help facilitate a quarter of virtual learning, the first week of school will be used as a transitional period for students & staff. Please adjust your calendars to reflect the following:

- **Monday, August 24th**
  - First day of school for every student PreK-12th grade

- **Tuesday, August 25th**
  - No instructional day for students

- **Wednesday, August 26th**
  - Instructional day for all students

- **Thursday, August 27th**
  - No instructional day for students
First Week of School

- **Friday, August 28th**
  - No School; Virtual Open House - Chance to virtually meet with classroom teacher & ask questions/share concerns
    - 9:00 – 10:00 am
    - 11:30 – 12:30 pm
    - 2:00 – 3:00 pm
  - Teachers will share more information and the meeting links next week.
School Supplies

While students will not need all school supplies on the supply list shared by HSD for virtual learning, you may find the school supply list by CLICKING HERE.
Welcome

Virtual Day

Attendance

Grades

Communication

FAQs

Norms

Resources

Attendance
Daily attendance/participation is critical to your child's success at school whether in person or virtually!

Teachers will take attendance at the start of the school day & will monitor attendance throughout the day for each content area.

Parents will be contacted for students not attending instructional lessons or completing assignments.

Please help support your child by providing a structured work space and assisting him/her with logging on so they are ready to participate.
Grades
Grades

- Student work assigned for a grade will be graded and posted in Parent Portal within 1 week.
- Grades will be taken for reading, math, science, social studies, & special area classes.
- Feedback on student progress will be shared regularly with students either verbally or on submitted work.
- Report cards for 1st quarter will be sent home according to the district calendar.
Communication
Ongoing communication is an important factor of the home-school partnership. Use the following as a guide for expected communication:

- **SCHOOL**
  - Daily morning announcements
  - Weekly emails & autodials
  - Digital eFlyers as needed

- **STAFF**
  - Communicate with parents if student is not participating daily or student is earning a below satisfactory grade
  - Respond to phone calls and/or emails within 24 hours Mon-Fri

- **PARENTS**
  - Contact classroom teacher for questions about classroom instruction
  - Respond to staff calls and/or emails within 24 hours Mon-Fri
Frequently Asked Questions...

- Why does my child have a virtual teacher from another HSD school?
  - Some schools, like Russell, had a large amount of students select virtual learning for the school year. To help balance out classrooms across the district, some virtual teachers may have students from other schools. All Russell students are still Russell students, but may have another school's staff member teaching them.

- Can I change our educational option from virtual to in-person or in-person to virtual?
  - Unfortunately, changes can no longer be made due to the involvement of staffing and class sizes for virtual and in-person.
● **What if my child is not able to log into the Google Classroom at 8:50 am?**

  ○ We understand that there will be challenges for some families with the all virtual learning platform. We encourage you to try and establish access for your child to participate daily as the teacher will be present to support your child’s learning. However, when circumstances do not allow for your child to participate from 8:50-3:50 pm daily, please communicate with your child’s teacher. It will be extremely important to keep those lines of communication open so that your child’s teacher & other staff can best meet the needs of your child and help support their academic growth as always.
FAqs

● **When will we return to in-person learning?**
  ○ According to the HSD Board of Education, district educational plans will be re-evaluated at the end of the 1st quarter to determine when it is safe for students & staff to return to in-person learning.

● **Who do I contact with a question about an assignment?**
  ○ Please reach out to your child’s teacher first. If you need additional support, please contact the main office to speak with the principal.

● **How do I get a chromebook for my child?**
  ○ Chromebooks & other materials should be distributed the week of August 17th. Specific details will be shared by the principal. If your child’s chromebook should need repair, [CLICK HERE](#) for information from our Helpdesk.
● **What if my child needs additional help/support?**
  ○ Teachers have the capability to record their direct instruction lessons and share to the Google Classroom for students to use as review. We will also work with students in small groups to help support specific skills needing additional support. HSD is also establishing a Homework Hotline to help support students with questions about assignments in the evening. As always, communicate with your child’s teacher or a Russell staff member for specific questions and/or concerns.

● **Who do I contact for resources beyond the classroom?**
  ○ Counselor: Mrs. Szarek 314-953-4758
  ○ Social Worker: Mrs. Sheppard 314-953-4475

● [Click HERE for additional FAQs](#)
Virtual School Norms
Virtual School Norms

We will be reviewing our school-wide expectations with students & how that may look during our virtual learning experiences.

Be Cooperative

- Pay attention & fully participate
- Keep your video on if possible
- When it’s your turn, speak loudly & clearly
- Remain in your work space during direct instruction
- Keep mic on mute on when others are speaking
Virtual School Norms

Be Kind

- Raise your hand when you want to share an idea
- Use academic language & kind words when participating in chat discussions
- Wait your turn to speak so you don’t talk over others
Virtual School Norms

Be Respectful

- Use your teacher’s virtual school hours wisely
  - Ask for help/assistance during school hours
- Wear school appropriate tops & bottoms
- Mute your mic when someone else is speaking
Virtual School Norms

Be Responsible

- Be on time & prepared for each day’s learning experiences
- Have your chromebook charged & supplies ready
- Find a quiet place to participate & work independently
- Complete all work assigned by your teacher; stay focused
- Keep food & drinks away from your chromebook
Virtual School Norms

Be Safe

- Wash your hands before & after using your chromebook
- Only share classroom session links with your parents
- Use only Google platforms to communicate with teachers
- Report inappropriate behaviors to your teachers
- Visit only school appropriate websites
Helpful Resources
## Resources

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