

# Oak Forest Elementary



## PARENT NEWS

The 2020 School Year will begin on  
Monday, August 31, 2020



[Powerschool for Families](#)

[S.A.F.E School Re-Entry](#)

[New Student registration](#)

[Childcare Options](#)

Oak Forest Elementary **recommends** that parents are prepared to support their child's learning each day by planning to be available whenever they need assistance. This will ensure that learning is supported by both the online teachers and the adult present within the home setting.

- Each participating student will receive a District-issued Surface Pro Go tablet without Keyboard (K-2) or Surface Pro Go Tablet with Keyboard (3-5).
- All assignments will be communicated through the District's learning management system, CANVAS or through Microsoft TEAMS.
- Students will be provided classroom materials such as textbooks, workbooks, and other materials as necessary prior to August 31<sup>st</sup>.
- Communication for parents will occur primarily through Microsoft TEAMS, Class Dojo, and email.

### **INSTRUCTIONAL DAY (8:15 am – 3:15 pm)**

All virtual students are expected to be present according to the instructional schedule from 8:15 am until 3:15 pm. OFE's virtual instructional day will be closely aligned with the traditional "in-person" model. Please note that not all instructional minutes will occur online. The following will also make up part of the instructional day:

- Independent practice
- Independent reading time
- Independent writing time
- Independent Project-based learning

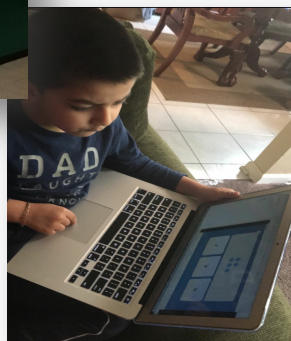
### **STUDENT ATTENDANCE**

The teacher will monitor student attendance every morning beginning at 8:15 am and recorded in Power School by our General Office Secretary. If a student is not logged on and present in their assigned teacher's Microsoft TEAMS virtual classroom by 8:30 am, they are considered **tardy**. Students who are not logged in for an entire school day will be considered **absent**. In the instance of a student absence, please submit a student excuse note via email to your child's teacher with 48 hours of the absence.

### **SYNCHRONOUS INSTRUCTION**

Oak Forest Elementary will engage scholars in synchronous learning (all students learning at the same time during school hours).

**\*\*OFE must follow the Tennessee Department of Education's directive for a total of 6.5 hours of instructional time per day.\*\***



## ON-LINE LEARNING PLATFORMS

This school year, Oak Forest Elementary and Shelby County Schools will utilize several online tools to engage scholars in virtual instruction. Below are the names and a brief description of their function:

- **Microsoft TEAMS:**



- Live Video meetings platform for instruction
- Communication tool for 2-way conversations between teacher and student/parent
- Breakout rooms and small group instruction

- **CLEVER:**

- Clever is an easy way for your child to log in and learn with all of the online programs they use at school. Programs such as iReady, Khan Academy, Typing.com, etc. are located within the CLEVER portal



- **CANVAS:**



- Canvas is a course management system that supports online learning and teaching. It allows teachers to post grades, information, and assignments online.

- **Student Notebook/Class Notebook:**

- Each student has a private notebook viewable only by the teacher and student. The teacher determines notebook sections and can upload files to engage students in the lesson.

- **Microsoft Forms:**

- Teachers can create forms to capture responses during lessons or activities and embed it within each student's notebook. This can be used as a self-graded assignment. The student and teacher can view the results immediately.

- **Florida Virtual Learning Schools:**

- Supplemental online resource that teachers may use to help students make-up missed lessons or supplement learning needs.



- **Power School:**



- Parents can view student grades, assignments and attendance in preparation for reporting periods (Progress Reports, Report Cards, etc.) Parents can also update contact information in order to ensure appropriate contact can be made between home and school.

# PARENT FAQ

## **How will students be trained on using the devices?**

Students will receive continuous training, materials and video instruction regarding the responsible use of digital devices and platforms, online safety and Digital Citizenship tailored to each grade level. In addition, parents and students will receive Digital Device User Handbooks which detail device best practices, care, maintenance, and resources for Internet safety.

## **Do the devices have content filtering to protect my child from harmful sites?**

Yes, in compliance with the Children's Internet Protection Act, all issued devices and hotspots will be equipped with content filtering software, blocking access to harmful online content.

## **Will the devices include monitoring/tracking software?**

Laptop recovery and tracking software will be loaded to remotely locate and lock devices, as well as delete files.

## **What happens if my child's device is lost or stolen?**

If the device is lost or stolen, parents must file a police report and provide the report to the school. A school representative must be contacted within 24 hours after the occurrence.

## **What if the device is damaged?**

All devices will come equipped with a durable case, intended to protect it from drops and spills. In the event that the device is damaged, parents will need to alert their student's school of the damage so that the device can be repaired or replaced. If the laptop is damaged because of negligence, parents may be responsible for the full replacement cost of the laptop. **Do not attempt to disassemble or repair the device.**

