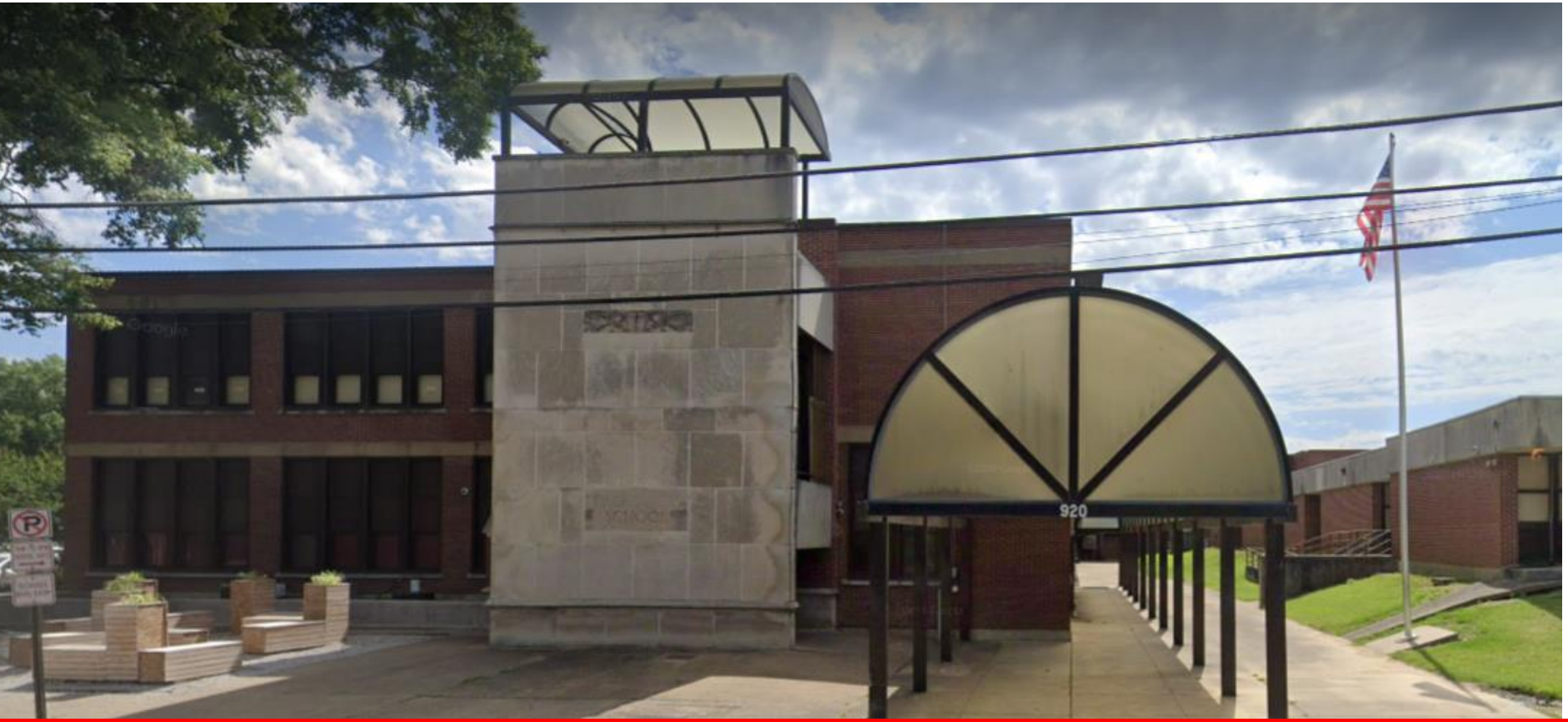


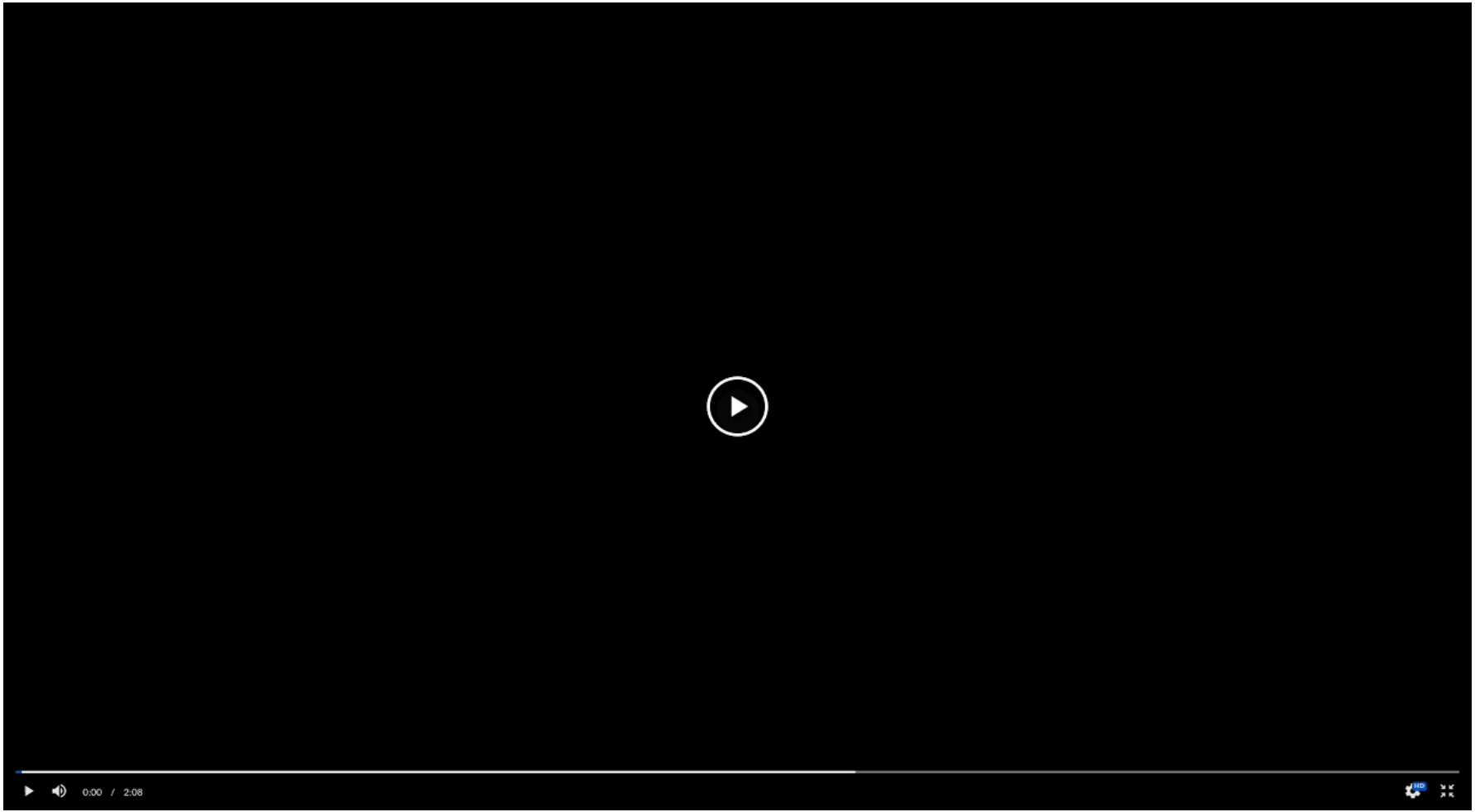
Virtual Open House and Orientation
Treadwell Middle
Home of the Soaring Eagles

Agenda

- Introduction and Welcome Back to School/ Intro messages from Drs. Ray and Whitelaw
- Message from the principals Norms (student and family) for online learning (dress, learning space, conduct, raising hand, restroom breaks, etc.)
- Overview of the school (ex: school hours)
- School Programming Highlights:
- Meet the Teacher or Teacher Teams
- What will the 1st Day of School Look Like at Treadwell school.
- How to see your student's schedule
- Live (synchronous) and Independent (asynchronous) learning blocks in your student's schedule
- Parent responsibilities during live and independent learning
- Attendance requirements and how to report absence/tardy
- Lunch pick-up for virtual learners
- How to access on-line learning
- How to submit assignments
- How to view weekly grades/conduct/attendance
- How to troubleshoot technical issues
- How to report lost or broken devices
- How to contact the teacher
- How to videos for; general computer operation and care, finding student login info, logging in, accessing CLEVER

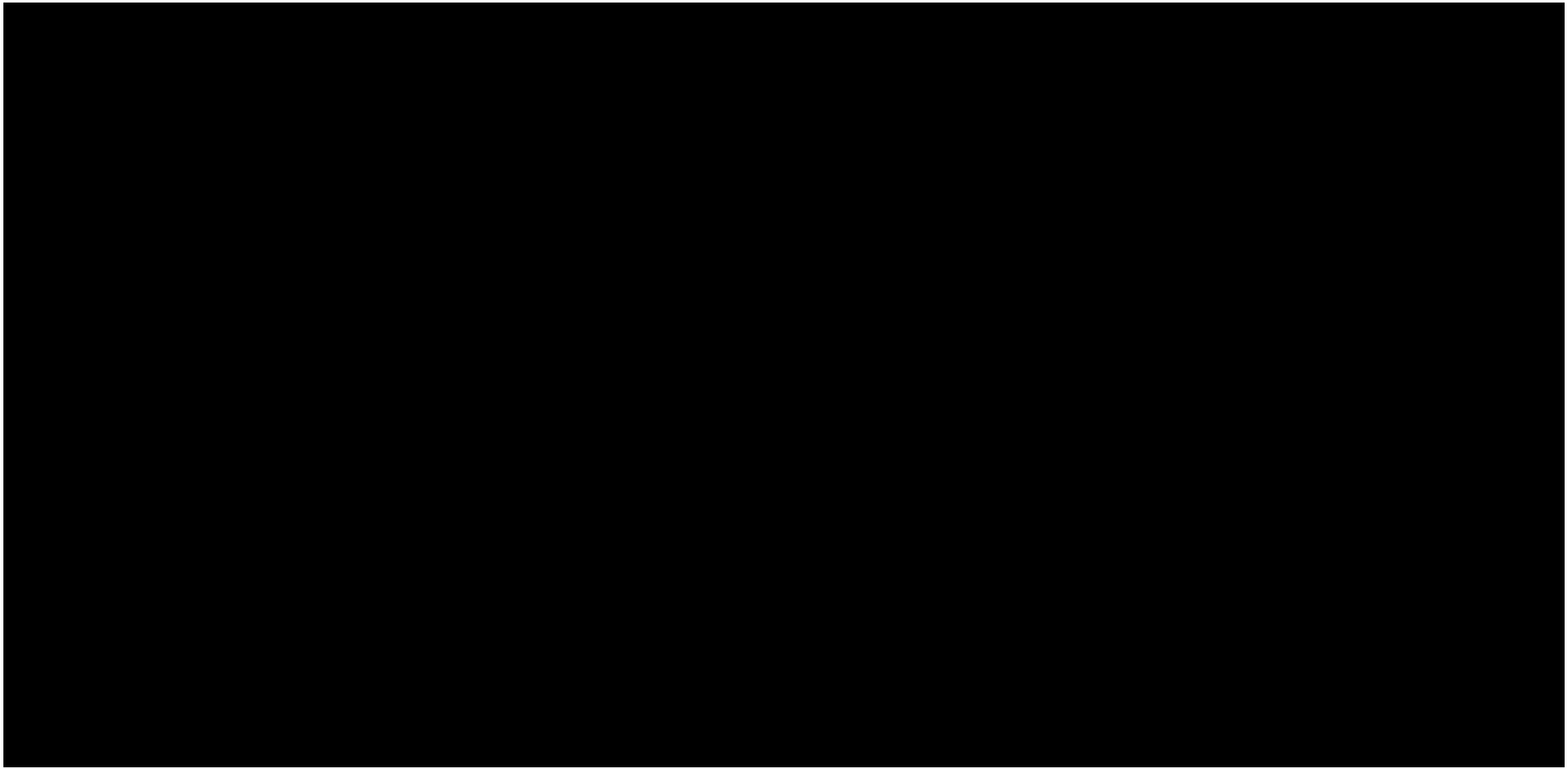
Welcome Back Message from

Dr. Joris M. Ray
Superintendent of Shelby County Schools


0:00 / 2:08
HD

Roger Faulkner, Principal

Brandon Hill, Asst. Principal

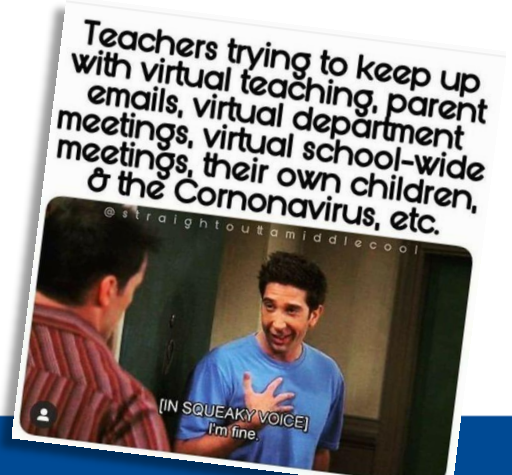


Sharon Renee Williams, Assistant Principal

Social Emotional Learning Supports

SEL LINK

The SCS school district cares about the emotional well-being of its students and parents. The district understands that sometimes parents can benefit from assistance while maneuvering through unforeseen challenges. ***Parents can click the link above to receive additional SEL supports (videos, materials, ideas etc.)***



Virtual Norms

1. Make sure you are in a quiet area.
2. Mute your microphone when you are not speaking.
3. Use the chat feature to capture questions.
4. Use the Raise Hand feature to signal that you would like to comment verbally during the session. Once you've been called to share, please lower your hand.
5. Please keep an open mind and be patient as we work together during our new normal.

STUDENT BEHAVIOR EXPECTATIONS

ENGAGED LEARNING

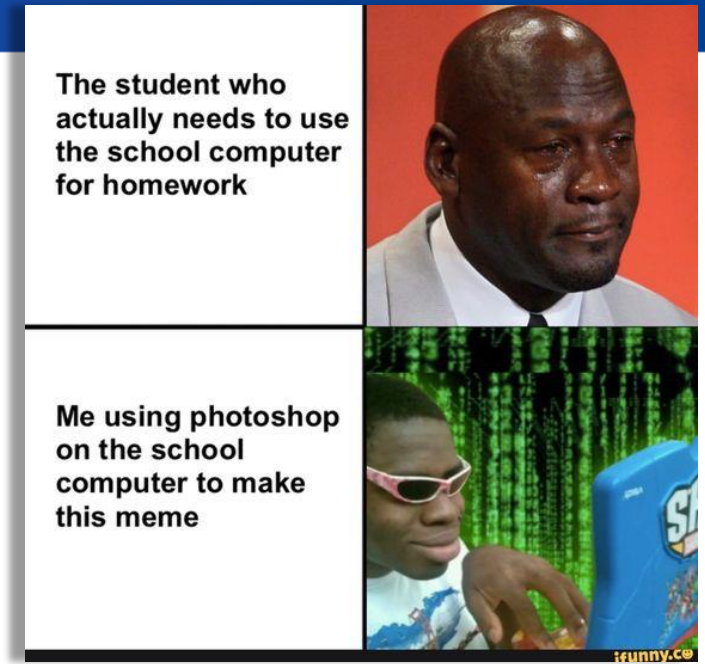
1. Students are to remain positively engaged in instruction and participate.

DRESS CODE:

2. Students are to wear appropriate dress, that does not distract from the virtual learning process.
   - *NO clothing with profanity; derogatory terms; racial slurs; sexual content; and clothing that is transparent or overly revealing.* ***School uniforms will not be required for Virtual Schooling.***

GENERAL BEHAVIOR

3. Students should refrain from misbehaviors identified in SCS Policy 6022



STUDENT BEHAVIOR EXPECTATIONS Cont'd

GENERAL BEHAVIOR Cont'd

4. Working stations must be clean and clear
5. Cameras should show the working area and student (especially during testing)
6. No eating or drinking near
7. Secluded from distractions (pets and others) **when possible**
8. No other electronics, unless allowed by teacher

Students will follow daily guidance from their teachers regarding communicating and participating during virtual schooling.

TMS
Presents
Faculty and Staff

How to View Your Student's Schedule

Step 1:

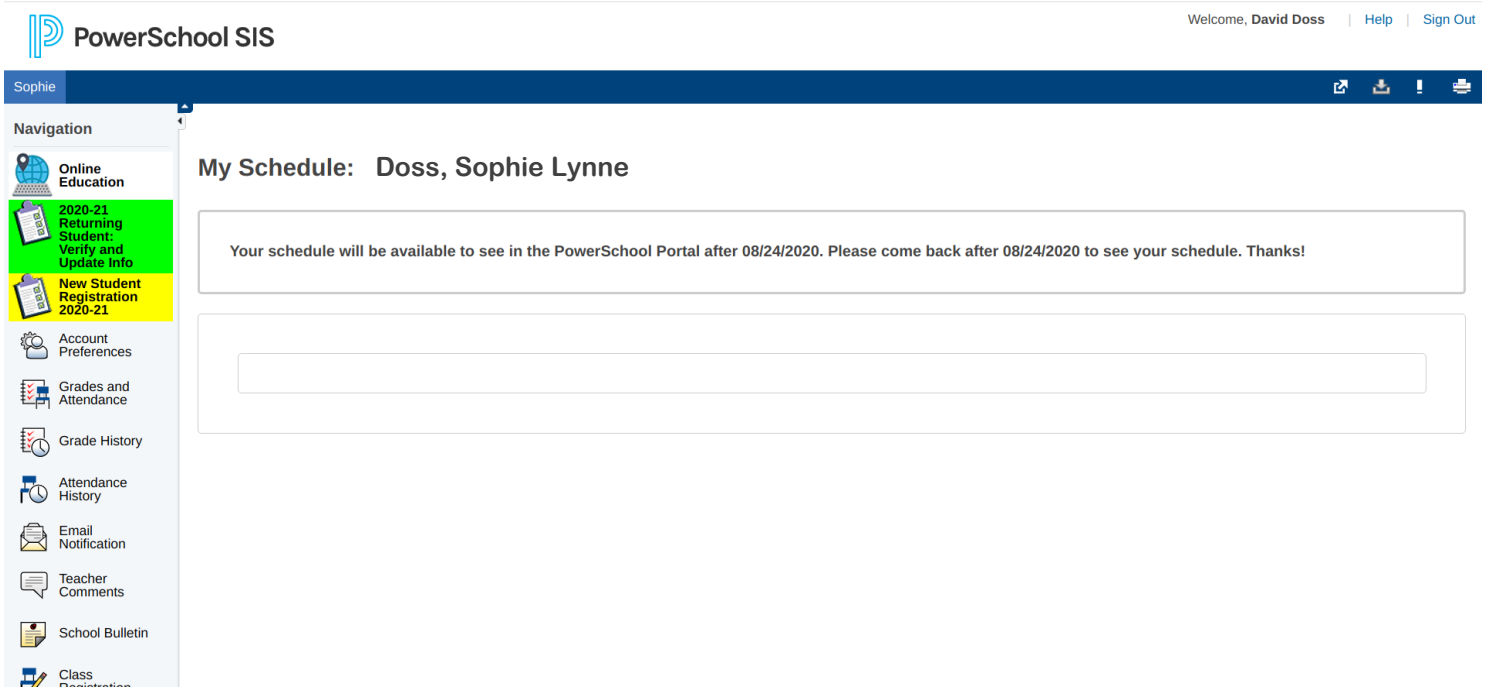
Login in using your personal username and password.

*Tip: You may use the PowerSchool app OR go to: https://scstn.powerschool.com/ from your computer or mobile browsers.

How to View Your Student's Schedule

Step 2:

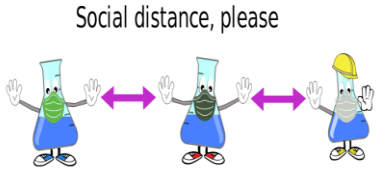
Your child's name should appear at the top of the screen. Scrool down the left column until you find the tab for MY SCHEDULE. Click on this tab.



TREADWELL MIDDLE SCHOOL
FIRST DAY OF SCHOOL

School hours are from 8:00 am – 3:00 pm. (Virtual)
Students will log into Microsoft Teams and click on their calendar to click on the link for their class daily.

- **Homeroom: 8:00 am – 8:15 am**
- **P1: 8:15 am – 9:05 am**
- **P2: 9:10 am – 10:00 am**
- **P3: 10:05 am – 10:55am**
- **P4: 11:00 – 11:50 pm**
- **Lunch: 12:00 pm – 12:30 pm (All Grades)**
- **P5: 12:30 pm – 1:15 pm**
- **P6: 1:20 pm – 2:10 pm**
- **P7: 2:15 pm – 3:00 pm**



How to See Your Student's Schedule

My Schedule
There are two ways to display a student's schedule. The Week View displays the student's schedule for the current week. The Matrix View displays the student's schedule for the selected term in a graphical format.

How to View a Student's Schedule Using the Week View
On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.

Click the Week View tab, if needed. The Week View page displays the student's schedule for the current week, using unique colors to distinguish each course.

How to Display a Student's Schedule Using the Matrix View
The schedule matrix graphically represents a student's schedule for all days, periods, and terms in the selected year for the current school.

On the start page, click **My Schedule** from the navigation menu. The My Schedule page appears.

Click the **Matrix View** tab. The Matrix View page appears. The schedule matrix view displays the student's schedule for each period and day in each term. Identical colors on the schedule indicate the same course. A blank block means that nothing is scheduled for that block in that term. Each block can include the following information, depending on the matrix display preferences: course name, course number, section number, teacher name, room number, expression (the combination of periods and days), and year term.

Live (synchronous) and Independent (asynchronous) learning blocks in your student's schedule

6th Grade Team SPED	ROOM	HR 8:00-8:15	P1 8:15-9:05	P2 9:10-10:00	P3 10:05-10:55	P4 11:00-11:50	P5/Lunch 11:55-1:15	P6 1:20-2:10	P7 2:10-3:00
A. Taylor (Honors)	103	6-1	ELA Enrichment	ELA Hon 6-1	ELA 6-2	Planning	ELA 6-3	ELA 6-4	Creative Writing
D. Wesley (Sped)**	104	6-2	Intervention	Science 6-2	Science 6-3	Planning	Science 6-4	Science Hon 6-1	Science Lab
Olivia Habacivch	136	6-3	Intervention	SS 6-3	SS 6-4	Planning	SS Hon 6-1	SS 6-2	SS/Reading Lab
T. Boyland (Sped)	137	6-4	Intervention	Math 6-4	Math Hon 6-1	Planning	Math 6-2	Math 6-3	Math Enrichment
F. McKinney-SPED	116	Morning Duty	8th Sci Support	6th Support	ELA Inc 6-2	Planning	FS Support	ELA Inc 6-4	7th Support
Tonya Bernard-SPED	116	Morning Duty	RTI Intervention 6-4	Math Inc 6-4	Learn Lab 8-5	Planning	Math Inc 6-2	Learn Lab 8-2	RTI Intervention 6-2
6th Grade Team ESL	**ROOM**	**HR 8:00-8:15**	**P1 8:15-9:05**	**P2 9:10-10:00**	**P3 10:05-10:55**	**P4 11:00-11:50**	**P5/Lunch 11:55-1:15**	**P6 1:20-2:10**	**P7 2:10-3:00**
C. Benson (ESL Inc)	106	6-5	Intervention	SS 6-5	SS 6-6	Planning	SS 6-8	SS 6-7	SS/Reading Lab
R. Smith (ESL PO) **	107	6-6	Math RTI T3	Math 6-6	Math 6-8	Planning	Math 6-7	Math 6-5	Math Skills Lab
J. Velderman (ESL PO)	129	6-7	ELA RTI T2/T3	ELA 6-7	ELA 6-5	Planning	ELA 6-6	ELA 6-8	Creative Writing
B. Thomas (ESL New)	128	6-8	Intervention	Science 6-8	Science 6-7	Planning	Science 6-5	Science 6-6	Science Lab
A. Musser-ESL	112	Morning Duty	ELD Intervention 6-7	ELA PO 6-7	ELA Inc 6-5	Planning	ELA PO 6-6	SS Support	ELD Intervention 6-8
7th Grade Team ESL	**ROOM**	**HR 8:00-8:15**	**P1 8:15-9:05**	**P2 9:10-10:00**	**P3 10:05-10:55**	**P4 11:00-11:50**	**P5/Lunch 11:55-1:15**	**P6 1:20-2:10**	**P7 2:10-3:00**
C. Fields (Honors)	207	7-1	Math Enrichment	Math Hon 7-1	Math 7-4	Math 7-3	Math 7-2	Planning	Math Skills Lab
B. Leaks (ESL PO)	212	7-2	Intervention	Sci 7-2	Sci Hon 7-1	Sci 7-4	Science 7-3	Planning	Science Lab
L. Greer (ESL New)	204	7-3	ELA RTI T2	ELA 7-3	ELA 7-2	ELA Hon 7-1	ELA 7-4	Planning	ELA Enrichment
Matthew Harris (ESL Inc)	205	7-4	Intervention	SS 7-4	SS 7-3	SS 7-2	SS Hon 7-1	Planning	Social Studies Lab
C. Miller-ESL	219	Morning Duty	ELD Intervention 7-3	Science Support	ELA PO 7-2	SS Support	ELA Inc 7-4	Planning	ELD Intervention 7-2
7th Grade Team SPED	**ROOM**	**HR 8:00-8:15**	**P1 8:15-9:05**	**P2 9:10-10:00**	**P3 10:05-10:55**	**P4 11:00-11:50**	**P5/Lunch 11:55-1:15**	**P6 1:20-2:10**	**P7 2:10-3:00**
T. Casey	201	7-5	Intervention	Math 7-5	Math 7-8	Math 7-7	Math 7-6	Planning	Math Skills Lab
K. Martin Taylor	202	7-6	ELA RTI T3	SS 7-6	SS 7-5	SS 7-8	SS 7-7	Planning	Social Studies Lab
Anna Noa (Sped)	217	7-7	Intervention	ELA 7-7	ELA 7-6	ELA 7-5	ELA 7-8	Planning	Creative Writing
D. Williams (Sped)**	218	7-8	Intervention	Science 7-8	Science 7-7	Science 7-6	Science 7-5	Planning	Science Lab
D. Brown-SPED	210	Morning Duty	RTI Intervention 7-7	ELA Inc 7-7	Math Inc 7-8	Math Inc 7-7	ELA Inc 7-8	Planning	RTI Intervention 7-8
8th Grade Team ESL/SPED	**ROOM**	**HR 8:00-8:15**	**P1 8:15-9:05**	**P2 9:10-10:00**	**P3 10:05-10:55**	**P4 11:00-11:50**	**P5/Lunch 11:55-1:15**	**P6 1:20-2:10**	**P7 2:10-3:00**
V. Crawford (Honors)	304	8-1	Math Hon 8-1	Planning	Math 8-6	Math 8-5	Math 8-4	Math 8-3	Math 8-2
N. Sanders (Sped)	302	8-2	Math Lab 8-2	Planning	Math Lab 8-1	Math Lab 8-6	Math Lab 8-5	Math Lab 8-4	Math Lab 8-3
Monique Burnett (ESL Inc)	301	8-3	ELA 8-3	Planning	ELA 8-2	ELA Hon 8-1	ELA 8-6	ELA 8-5	ELA 8-4
E. Moore (ESL PO)	310	8-4	US History 8-4	Planning	US History 8-3	US History 8-2	US History Hon 8-1	US History 8-6	US History 8-5
D. Joyner (Sped)	318	8-5	Science 8-5	Planning	Science 8-4	Science 8-3	Science 8-2	Science Hon 8-1	Science 8-6
Landon Johnson (ESL New)	305	8-6	Learning Lab 8-6	Planning	Learning Lab 8-5	Learning Lab 8-4	Learning Lab 8-3	Learning Lab 8-2	Learning Lab 8-1
S. Holloway-ESL	315	Morning Duty	ELA Inc 8-3	Planning	Math Support	ELD Intervention 8-4	Math Support	I-Ready Support	ELA PO 8-4
J. Price-SPED	309	Morning Duty	RTI Intervention 8-2	Planning	ELA Inc 8-2	Math Inc 8-5	RTI Intervention 8-5	ELA Inc 8-5	Math Inc 8-2

School-Wide Virtual Lunch Period: Lunch 12:00-12:30

Parent Responsibilities During Live Learning

During live learning parents are expected to adhere to policies and rules set forth by the District and your respective school.

Maintain communication with your children's teachers and school counselors.

For **Response to Intervention**, parents are expected to do the following:

- Monitor school and district communications for important information regarding RTI2 assessments and intervention.
- Ensure child identifies Clever username and password to access illuminate FastBridge, i-Ready (K-8), Edgenuity (9-12).
- Maintain communication with your child's teachers. Review your child's progress (EdPlan, Parent letter, i-Ready (K-8), and Edgenuity.

Parents Responsibilities During Virtual Learning

Monitor your child's online instruction.

Foster an environment conducive to learning by developing the following:

- Establish a quiet digital learning and study area.
- Set a regular time for completion of assignments.
- Assist with assignments.
- Ensure quality time is allocated to completing assigned assessments.
- Pick-up mobile device and a hotspot, if needed.
- Monitor school and district communications for important information regarding RTI2 assessments and interventions.
- Ensure your child identifies Clever username and password to access Illuminate FastBridge, i-Ready, (K-8), or Edgenuity (9-12).
- Maintain communication with your child's teacher.

Attendance Requirements: How to Submit Absences/Tardiness

- All Students will login to HR via Microsoft Teams from 8 a.m. – 3 p.m.
- Students who are ***late*** will be marked tardy in accordance with SCS/TMS Code of Conduct.
- Students who have valid technical difficulties with their laptop or internet connection will not be marked tardy.
- Students who are ***more than 15 minutes late*** for any class will ***require*** a parents note that must be emailed to treadwellmiddleschool@gmail.com. The GOS will input information into PowerSchool.

EATING WELL in the 901

Shelby County Schools
Nutrition Services

BULK MEAL DISTRIBUTION

SCS will provide free meals to all children enrolled in SCS.

Each student will receive 5 Breakfasts & 5 Lunches.

Children enrolled in the PreK program will receive 5 PreK snacks.

Meals to be picked up at all SCS and Charter School sites provided by SCS Nutrition Services.

Thursday
9am - 12pm
1pm - 5pm

Friday
7am - 9am

Participants must complete the Meal Accountability form for meal pick up.

The form may be found on the SCS website at www.scsk12.org/nutrition

For more information, please contact SCS Nutrition Services at (901) 416-5550.

Parents, please complete this short survey to decrease meal pick up wait times:
surveymonkey.com/r/MealRequest83120

This institution is an equal opportunity provider.

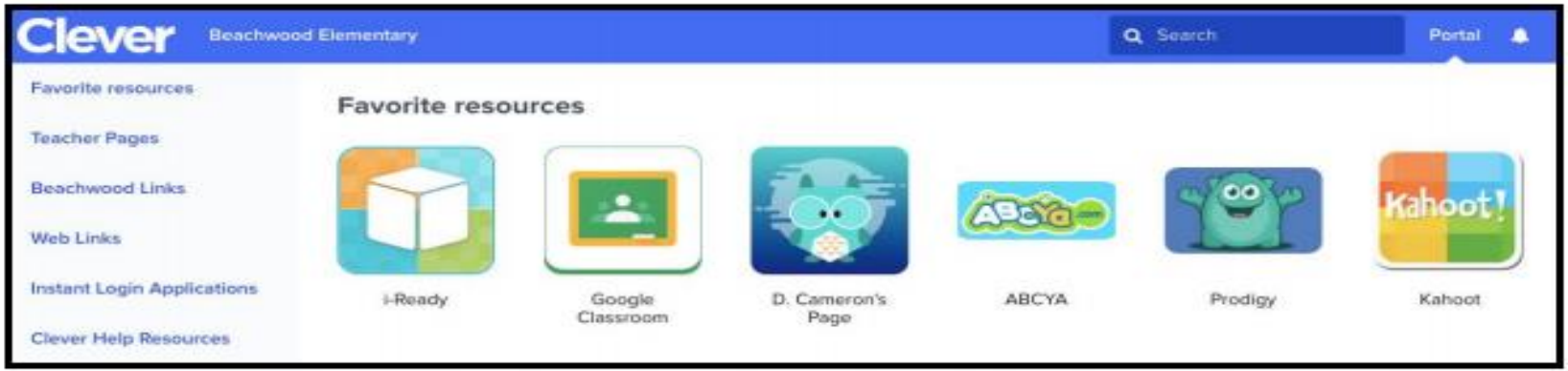
Directions for accessing Clever Online Tools at Home

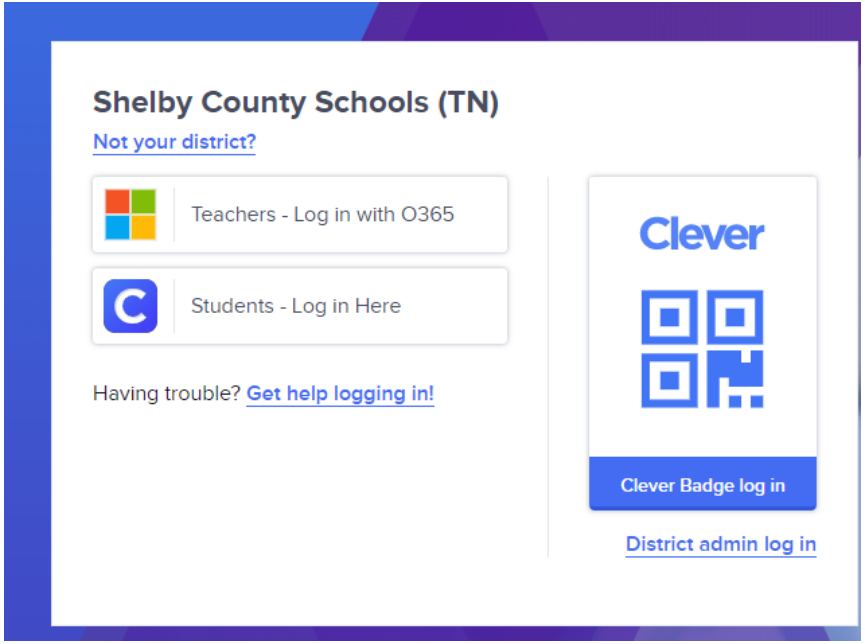
What is Clever?

Clever is a tool that allows students to use one login to access all of their district learning applications in one place.

What can students access in Clever?

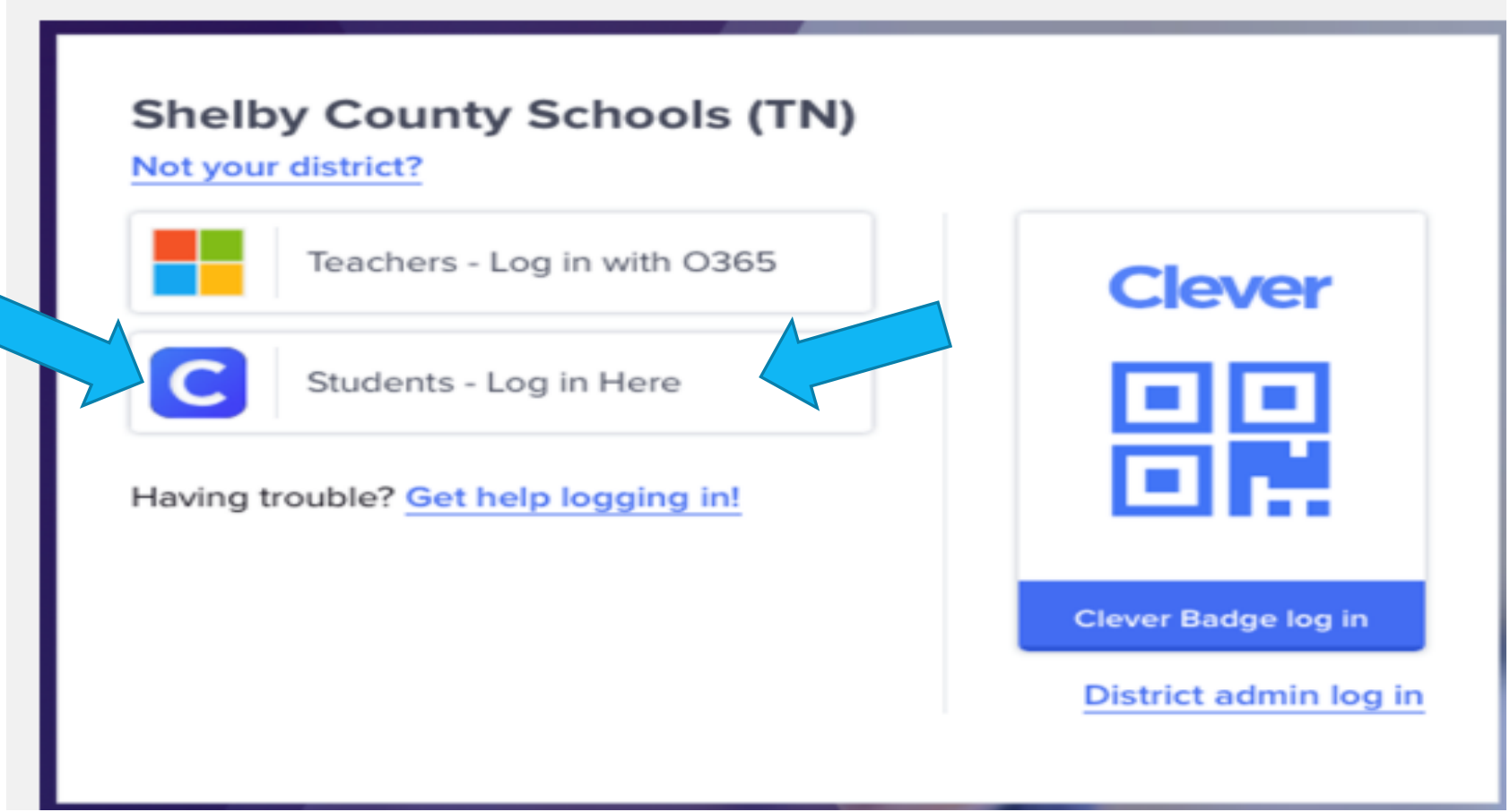
Students can access all district wide online applications that are used to support their learning. This includes Google Classroom, the primary tool that many teachers use to share, track, and assess digital assignments with their classes.





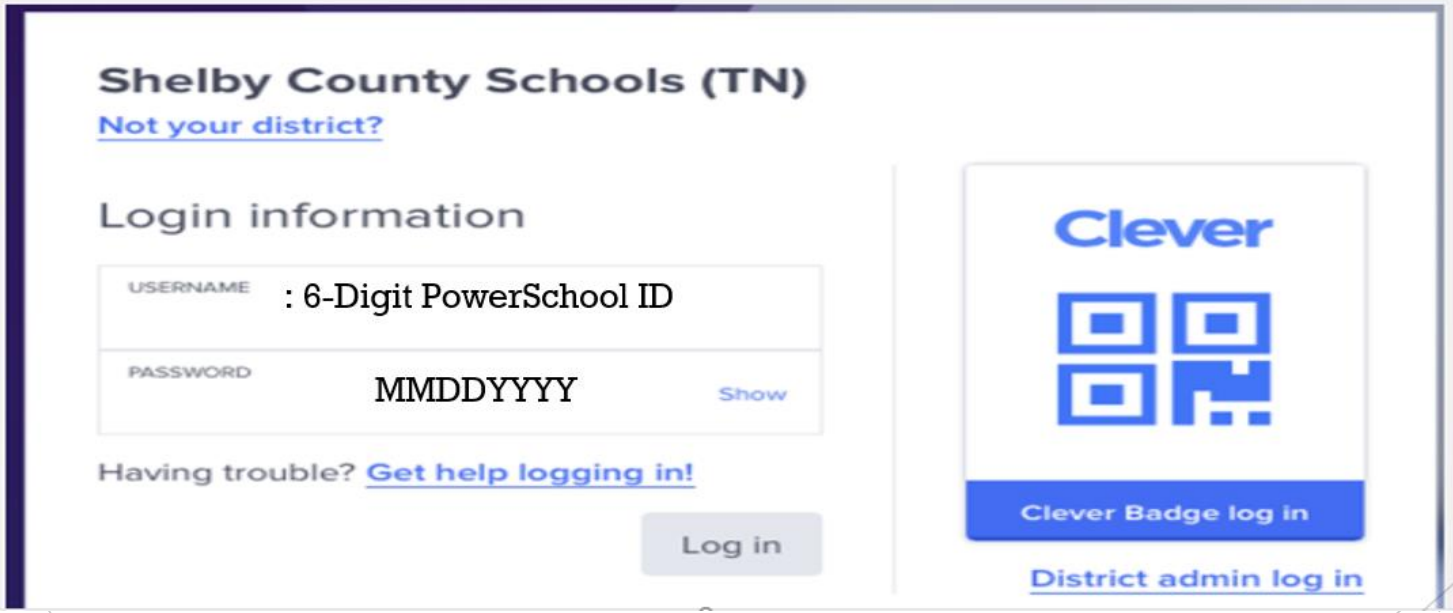
- These programs are used every day in our schools. Students are very familiar with them, so they're great for at-home enrichment.
- **i-Ready for Grades K-8**
- For ELA & Math Lessons
- Student Login: https:/clever.com/in/scs
- Student Username: 6-Digit PowerSchool ID
- Student Password: Date of Birth (MMDDYYYY)

Step 1: Login through the student Clever account.

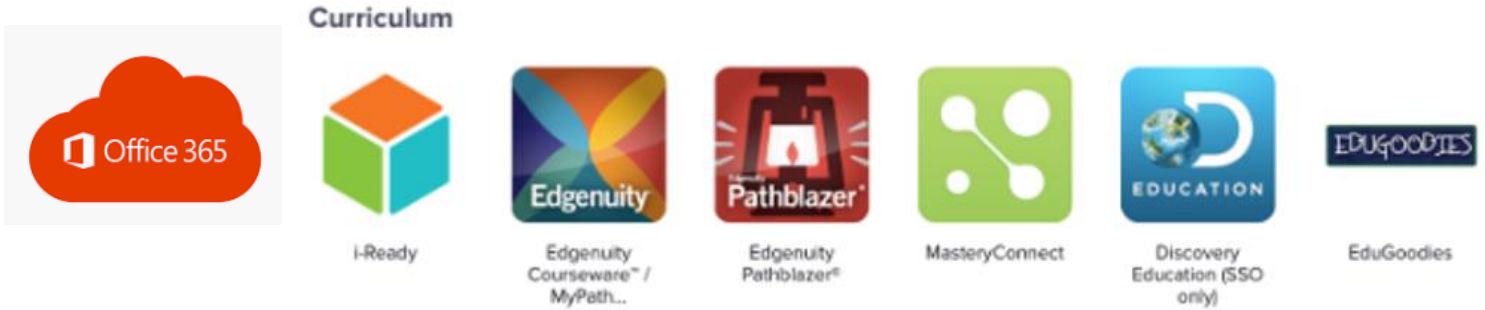


Step 2: Enter the student's clever username and password.

The username is the student#, which is the same as the lunch#. It can also be found on the student's report card or progress report. The password is the student's 8-digit date of birth without dashes or slashes. Ex. DOB: 3/22/2010; Clever Password: 03222010. You can also access Clever login credentials through the PowerSchool Parent Portal by clicking the "Online Education" link from the left hand menu. Need help? Contact ***SCSCleverAdmins@scsk12.org***.



Step 2: After logging in, just select the educational link.



OTHER RECOMMENDED RESOURCES

There are many additional online tools that can also support students' learning at home. These resources are organized below by grade band (K-5, 6-8 and 9-12) in the following subjects:

- English/Language Arts
- Math
- Science
- Social Studies
- RTI
- Health, PE & Lifetime Wellness
- Fine Arts
- World Language
- Library Services

Some of these programs and resources are accessible through the student clever account, which can be accessed from any device with internet. Here are the login instructions for clever:

- Student Login: **https:/clever.com/in/scs**
- Student Username: 6-Digit PowerSchool ID
- Student Password: Date of Birth (MMDDYYYY)

In addition to our dedicated resources for English learners, students can use these tools for online translations, visuals for content areas and video lessons to assist in accessing all of our K-12 digital resources and learning guides.

How to Submit an Assignment on Microsoft Teams

Step 1: Go to http://www.teams.microsoft.com.
Step 2: Login to Teams, using your student's login credentials.
Step 3: Click on the TEAMS tab, on the left side of the screen.
Step 4: Choose the class you wish to turn in an assignment for.
Step 5: Click on that class.
Step 6: Click on the Notebook tab on the subheading toward the middle right side of the screen.
Step 7: Follow the prompts for submitting class work.

How to view weekly grades/conduct/attendance

Grades and Attendance
The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.

Note: If a room has been defined for a section, the room number appears next to the teacher's name.

How to View Grades and Attendance
On the start page, click the **Grades and Attendance** from the navigation menu. The Grades and Attendance page appears.

Do one or more of the following:
To view attendance data for dropped classes, click **Show dropped classes also**.
To send e-mail to a teacher, click the name of the teacher.

How to view weekly grades/conduct/attendance

Click the **Details** icon next to the teacher's name to view the details about the teacher. The Details About [Teacher] pop-up appears. To send e-mail to a teacher, click the name of the teacher. When done viewing, click the **x** to close the pop-up.

Note: To use the email function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

To view grade details, click a grade in the term column. The Class Score Detail page appears.

To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser **Back** button to return to the Grades and Attendance page.

Note: Icons indicate the status of assignments. For more information, see the icon legend at the bottom of the page.

How to view weekly grades/conduct/attendance

To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.

To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser **Back** button to return to the Grades and Attendance page.

To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

Use the browser **Back** button to return to the Grades and Attendance page.

Support and Trouble Shooting

For Internet connectivity issues on your SCS device, first restart the device. Click the “windows” button in the lower left corner, select “power,” then click “restart.”

• If Internet connectivity issues persist, contact your internet service provider (ISP).

• For device hardware or software functionality issues, first restart the device. Click the “windows” button in the lower left corner, select “power,” then click “restart.”

• If device hardware or software functionality issues persist, contact your school representative/or contact the Parent Welcome Center at (901) 416-5300 and choose option 2; the “Help with your Computer or Hotspot” option for further instruction and support.

SCS is expanding learning possibilities by providing 95,000 students with a personal device to support virtual instruction in 2020-21. The digital device plan aligns with our commitment to student equity and 21st century learning to prepare students for college and careers.

RESPONSIBILITY

- Families are responsible for the proper care and maintenance of their SCS device(s), as outlined in the Student-Parent Handbook.
- Families are responsible for the reasonable cost of repair or replacement of lost, stolen or damaged devices.

DIGITAL CITIZENSHIP

We will be teaching students about the responsible use of computers and the Internet, focusing on protecting themselves, protecting others and protecting content:

- Basic online safety, protecting accounts & device care
- Safe practices for social sites, sharing appropriate content & protecting personal info
- Treating others with respect & behaving ethically online
- Effective use of online content & avoiding plagiarism

DEVICE SAFETY & SECURITY

Devices will have pre-installed features to ensure the security of content and safe use for students:

- Software to locate/lock devices & delete files when necessary
- Content filtering software to block harmful content online
- Antivirus protection software to prevent malicious viruses

INTERNET ACCESS

Internet access is necessary for live virtual instruction and to access various web-based learning platforms at home. Families who meet specific criteria will receive an SCS Internet hotspot:

- Student qualifies as Direct Certified / Economically Disadvantaged
- Student is in grades 1-12
- Student has not already accessed SCS online resources

GET FACTS, RESOURCES & MORE:
SCSK12.ORG/ACCESSFORALL

QUESTIONS

WHO OWNS THE DEVICE?
The device is owned by SCS.

IS THERE A COST?
There is no fee for families in 2020-21. The only potential costs would be due to device damage or if the device is lost.

WILL STUDENTS BE TRAINED TO USE THE DEVICE?
Yes. Students will receive continuous training, materials and video instruction on the responsible use of digital devices and platforms, online safety and Digital Citizenship tailored by grade level.

IF I AM NOT ELIGIBLE FOR AN SCS HOTSPOT, HOW CAN I GET HOME INTERNET ACCESS?
You can find several low-cost home internet options at scsk12.org/accessforall.

WILL DIGITAL LEARNING REPLACE TEACHER INSTRUCTION?
No. Students will continue to receive live daily teacher-led instruction. The devices will expand and enhance learning opportunities and outcomes.

SUPPORT

ACCESS LIVE & ON-DEMAND PARENT TRAINING
SCSK12.ORG/ACCESSFORALL

CALL FOR TECH SUPPORT
M-F, 8 A.M. - 5 P.M.
(901) 416-5300

TECHNICAL SUPPORT

SCS está ampliando las posibilidades de aprendizaje al proporcionar a 95,000 estudiantes un dispositivo personal para apoyar la instrucción virtual en 2020-21. El plan de dispositivos digitales se alinea con nuestro compromiso a la equidad de los estudiantes y el Aprendizaje del siglo XXI para preparar a los estudiantes para la universidad y las carreras.

RESPONSABILIDAD

- Las familias son responsables del cuidado y mantenimiento adecuados de sus dispositivos de SCS, como se describe en el manual de estudiantes y padres.
- Las familias son responsables del costo razonable de reparación o reemplazo de dispositivos perdidos, robados o dañados.

CIUDADANÍA DIGITAL

Estaremos enseñándoles a los estudiantes sobre el uso responsable de las computadoras y del Internet, concentrándonos en protegiéndonos a sí mismos, protegiendo a los demás y el contenido:

- Seguridad básica en línea, protección de la cuenta y el cuidado del dispositivo
- Prácticas seguras para sitios sociales, compartir contenido adecuado y proteger la información personal
- Tratar a los demás con respeto y comportarse éticamente en línea
- Uso efectivo de contenido en línea y evitar el plagio

SEGURIDAD Y PROTECCIÓN

Los dispositivos tendrán funciones preinstaladas para garantizar la seguridad del contenido y el uso seguro para los estudiantes:

- Software o programa de seguimiento para localizar y inmovilizar los dispositivos, eliminar archivos cuando sea necesario
- Software o programas filtrantes para bloquear el contenido dañino en línea
- Software de protección antivirus para evitar virus maliciosos

ACCESO AL INTERNET

El acceso a Internet es necesario para la enseñanza virtual en vivo y para acceder a varias plataformas de aprendizaje en la web desde casa. Las familias que cumplan con criterios específicos recibirán un punto de acceso a Internet de SCS:

- Cualidades del alumno como directamente certificadas /económicamente desfavorecidas
- Estudiantes en grados 1-12
- El estudiante no ha tenido acceso a recursos de SCS en línea

OBTENGA DATOS, RECURSOS Y MÁS:
SCSK12.ORG/ACCESSFORALL

PREGUNTAS

¿Quién es el dueño del dispositivo?
El dispositivo es propiedad de SCS.

¿Hay un costo?
El dispositivo es propiedad de SCS. No hay cargo para las familias en 2020-21. El único costo potencial sería debido a daños del dispositivo o si se pierde un dispositivo.

¿Cómo se educarán a los estudiantes para utilizar el dispositivo?
Los estudiantes recibirán entrenamientos continuos, materiales y instrucción por video sobre el uso responsable de dispositivos y plataformas digitales, seguridad en línea y ciudadanía digital a medida por nivel de grado.

¿Si no soy elegible para un hotspot o punto de acceso a internet de SCS, ¿cómo puedo obtener acceso a Internet en casa?
YUsted puede encontrar varias opciones de Internet a bajo costo en scsk12.org/accessforall.

¿El aprendizaje digital reemplazará la instrucción del maestro?
No, los estudiantes continuarán recibiendo instrucción diaria en vivo dirigida por el maestro. Los dispositivos ampliarán y mejorarán las oportunidades y los resultados de aprendizaje.

APOYO

ACCEDAN ENTRENAMIENTOS EN VIVO Y BAJO DEMANDA PARA LOS PADRES
SCSK12.ORG/ACCESSFORALL

LLÁMENOS PARA APOYO TÉCNICO
LUNES-VIERNES, 8 A.M. - 5 P.M.
(901) 416-5300

Damaged, Lost, or Stolen Devices
How to report lost or stolen devices

Driven by SCS Board Policy #6047, liability and financial responsibilities are defined in the SCS Digital Device Loaner Program agreement form that is signed when devices are distributed. **In the event of loss or theft, a police report must be filed and provided to the school, and a school representative must be contacted within 24 hours after the occurrence**. **A charge of $75 is accessed the first three times a student loses a device**. **The student is responsible for the full replacement cost of the device upon the fourth instance in losing the device**.
Direct certified economically disadvantaged students can request a fee waiver at any time.

Damaged, Lost, or Stolen Devices
How to report lost or stolen devices

If a device is lost or stolen anytime outside of school, parents should take the following steps:

Step 1. Contact the police right away to file a claim for lost/stolen property**. Be sure to get a case number and/or incident number from the responding officer.**

Step 2. Contact the representative at your child's school during classroom hours and/or contact the **Parent Welcome Center at 416-5300** and choose the "Help with your Computer or Hotspot" option to report the lost/stolen property.

Be ready to provide them with the case and/or incident report number which you obtained from the responding officer.

Damaged, Lost, or Stolen Devices
How to report lost or stolen devices

Please note that all devices are equipped with tracking software for recovery purposes in the event that devices are lost or stolen. Devices will be disabled in the event that they are lost or stolen.

Responsibilities

The use of a District device, telecommunication, and network resources may be revoked at any time. Violations may result in disciplinary action under the guidelines and through the authority of the SCS Board and its policies. If the device is damaged because of negligence, the student may be responsible for up to the full replacement cost of the device. Do not attempt to disassemble or repair the device.

How to Contact the Teacher

Communication

Parents will have access to teachers' email and Google Voice number.

Order of communication

1. Send teacher an email
2. Send teacher a text message.
3. Call teacher during planning period.

(allow teachers 24 hours to respond between communications)

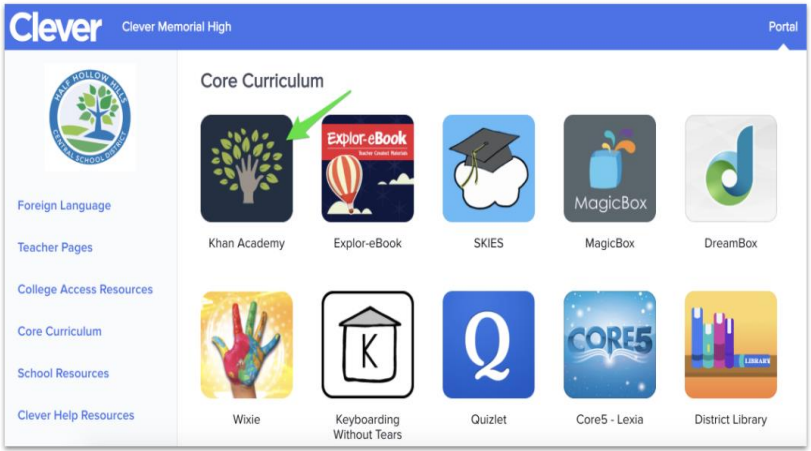
Parents and teachers are two of the most influential contributors to a student's educational success. We know that good communication between student/teacher and parent/teacher are two major keys to educational success.

How to steps for general computer operation and care, finding student login info, logging in, accessing CLEVER

To log into the Clever Portal, go to your district's Clever login page. If you don't know your district's Clever login page, you can go to clever.com/login and look for your school or district. If you cannot find your school, **please ask your teacher where you should go to log into Clever.**

Log in using your district username and password. Your username is your student number and your password is your 8-digit date of birth (01022020) They are set up by your school district.

From your Clever Portal, click on the application icon you'd like to use:



How to steps for general computer operation and care, finding student login info, logging in, accessing CLEVER

Keep your software up-to-date

Your computer will prompt you if there are software updates. It is important that you keep your software up-to-date, including your operating system to fix bugs, glitches, and vulnerabilities of the previous version. They also strengthen the security of your computer. Some computers perform automatic updates.

Clean your computer screens

When we tend to overuse the computer, we forget cleaning the computer externally, especially the screens. Like any other appliances, computers need regular cleaning. We advise that you use a soft cloth or special wipes in cleaning your computer screens and some other external parts of your computer. Get rid of dust, smudge, dirt, etc.

Take care of your battery

Laptop batteries do not last a lifetime. But you can extend its lifespan by taking good care of your battery. Avoid overcharging your battery. If it reaches 100%, make sure to unplug it. If you are not using your laptop, it is also recommended to remove the battery pack.

Use a surge protector

Surge protectors are special appliances or devices that protect appliances, including the computer from voltage spikes. They limit the voltage supply, by blocking or shorting, to avoid the power from exceeding a safe threshold. It is a safe practice for your laptop or computer, especially when they are plugged into the power supply.

How to steps for general computer operation and care, finding student login info, logging in, accessing CLEVER

Protect your desktop
When we say “protect”, we meant literal protection. Buy cases or bags where you can safely store your laptops especially when traveling. Moreover, cover your desktop computer with a cloth. This can keep your computer away from dust.

Avoid eating near computers
This is a must! Avoid eating near your computers, or better, do not eat while using your computer. Food crumbs or pieces may get into your keyboard and other parts of your computer which will attract ants, termites, and other insects. If this happens, the insects might destroy some internal parts on your computer.

Consult your school or district computer expert
Lastly, always ask a computer technician about your computer health. If you want to be 100% sure that your computer is doing okay, bring your unit to your school or district PC technician. Let them do the rebooting or reformatting, defragmentation, troubleshooting, and complete computer maintenance.

Thank You For Participating