



Cass City Public Schools Parent Guide to Remote Learning est. 2020

Parent Guide to Remote Learning

In the upcoming year, we would like to be as prepared as possible for circumstances in which we may find ourselves. Now that we have switched to fully virtual for a few weeks, the staff at Cass City Public Schools would like to offer a guide to navigate these different times.

1. Create a Routine

The most important aspect of learning from home is establishing a routine. We recommend setting aside at least 2 hours of focused time for schoolwork and a ½ hour of reading time Monday through Friday.

It is important to create a schedule that is followed every day. Remote learning doesn't need to start at 8:00, but it should be the same time block every day so your child knows what to expect. Make it work around your schedule.

If you need to be home to walk your child through their work, then your school time might happen in the evening. That's ok, but make sure it is the same time each day.

Sample Schedule

9:00-11:00.....Schoolwork
11:00-11:30....Reading
11:30-12:00....Lunch
12:00-12:30....PE/Outside time
12:30-1:30.....Extra School time if needed
1:30-2:00.....House work
Etc.



Your routine might look different than your neighbor's routine, your sister's routine, etc. That is OK. You have a different life schedule than the families around you. The sample schedule is just that, a sample. Make it yours. Make it fit your life.



2. Keep a Calendar

Without due dates and deadlines written on a whiteboard at the front of the classroom, chances are some assignments are going to be late. Best practices would be to review the work assigned each day/week and write it down in a planner. When work is assigned in Google Classroom, the due dates are added automatically to your child's Google Calendar. In this case, it would simply be a matter of checking their Google Calendar regularly. Work not assigned in Google Classroom can be added manually to the Google Calendar.

3. Get Familiar with Our Remote Learning Platforms

Cass City Public Schools use two main online programs: Google Classroom and Edgenuity. It is important to understand how both of these programs operate.

Google Classroom

Every student enrolled in Cass City Public Schools is assigned a Google account. These accounts include more than e-mail. They have access to Google versions of Microsoft Office tools: Google Docs, Google Sheets, Google Slides, and many more. These are online versions stored in the cloud, so your child has access to their work from anywhere they may be. This includes Google Classroom.

For most parents, Google Classroom is a whole new world, completely foreign to anything encountered when they were in school. Google Classroom is how most of our teaching staff is delivering information and assignments to students, so it is best to get acquainted with it.

There is a guide to Google Classroom on pages 4-5 of this document. There is also a link to the online version at the bottom of this page.

Edgenuity

Edgenuity (formerly E2020) is a personalized virtual instruction program. Your child's teacher personally selects the content presented in Edgenuity and tailors the program to their objectives.

Once in Edgenuity, each class will have its own tile on the homepage. The tile shows how far along your child is in the class and their current grade. If you click on the tile, you will be directed to the **course map**, which outlines the entire class and completion due dates. The course map paces out assignments. If activities are completed on the suggested dates in the course map, your child will be on pace to complete the course on time.

It is recommended that students take notes on what they are learning, stay on pace, and ask their teachers for help when needed. For more info on Edgenuity, check out their website: [Edgenuity.com](https://www.edgenuity.com)

Link to Google Classroom Navigation Guide

https://docs.google.com/presentation/d/1E1224HobcEaDfkQQmUCCd4cAC4pLfQzxxfM5H_x_6Wk/present?fbclid=IwAR3aMwLzHBkSEkXSbKJepJm6KbjWH8pERHCMkDfo3jubkNcfl8LbOK_Jmk&slide=id.g4ed39d6345_0_0



Google Meet Expectations and Schedules

Jr/Sr High Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
12 noon	1st Hour	4th Hour	7th Hour	3rd Hour	6th Hour
1 pm	2nd Hour	5th Hour	1st Hour	4th Hour	7th Hour
2 pm	3rd Hour	6th Hour	2nd Hour	5th Hour	

K-3 - Sample Schedule

Monday-Thursday

8:00-8:30	Breakfast and get ready for the day!	-Office hours by appointment
8:30-9:00	Calendar / Morning Meeting	-Live Google Meet or Zoom (join using the link in Google Classroom or on the teacher provided schedule)
9:00-9:45	Reading Lesson	-Live Google Meet or Zoom -Continuation from calendar or join using the link in Google Classroom -Complete assignments posted in Google Classroom or Seesaw
9:45-10:00	Read to Self	-Grab a stack of books -Find a cozy spot -Read to self for 15 minutes
10:00-10:30	Break	-Do something active -Stay off of technology
10:30-11:00	Special	-Check Google Classroom
11:00-12:00	Lunch / Recess	-Eat lunch -Go outside and get some fresh air
12:00-1:00	Math	-Live Google Meet or Zoom (join using the link in Google Classroom or on the teacher provided schedule) -Complete assignments posted in Google Classroom or Seesaw
1:00-1:15	Read Aloud	-Go to Seesaw or Google Classroom
1:15-1:45	Phonics	-Live Google Meet or Zoom (join using the link in Google Classroom or on the teacher provided schedule) -Complete assignments posted in Google Classroom or Seesaw
1:45-2:00	Break	-Do something active -Stay off of technology
2:00-2:30	Digital Program or Small Group	RAZ Kids, xtramath, Zearn, etc. -If teachers is working with your child during this time an individual Google Meet link will be sent through SeeSaw or Google Classroom
2:30-3:00	Office Hours	-Office hours by appointment

4-5 - Sample Schedule

Monday-Thursday

8:00-8:30	Breakfast and get ready for the day!	-Office hours by appointment -Check email, Google Classroom, & Skyward for any updates or missing assignments
8:30-9:00	Check-in / Attendance	-Live Google Meet (join using the link in Google Classroom)
9:00-10:00	Core Class #1 Reading / Math/ Sci or SS	-Live Google Meet -Continuation from morning meeting or join using the link in Google Classroom -Assignments posted in Google Classroom
10:00-10:30	Special	Special
10:30-11:00	Break	-Do something active -Stay off of technology
11:00-12:00	Lunch / Recess	-Eat lunch -Go outside and get some fresh air
12:00-1:00	Core Class #2 Reading / Math/ Sci or SS	-Live Google Meet (join using the link in Google Classroom) -Complete assignments posted in Google Classroom or Seesaw
1:00-1:15	Break	-Do something active -Stay off of technology
1:15-1:30	Digital Program or Small Group	RAZ Kids, xtramath, Zearn, etc. Click Here -If I am working with your child during this time an individual Zoom link will be sent through Google Classroom
1:30-2:30	Core Class #3 Reading / Math/ Sci or SS	-Live Google Meet (join using the link in Google Classroom) -Complete assignments posted in Google Classroom or Seesaw
2:30-3:00	Office Hours	-Office hours by appointment -Check email, Google Classroom, & Skyward for any updates or missing assignments



- You are required to login to each Google Meet at the scheduled time.
- This is your attendance for the day.
- You must watch the class video prior to the Google Meet.

Your behavior on Google Meet should reflect that of classroom behavior.

- ✓ Be mindful of surroundings, ensure you are in a quiet place if possible.
- ✓ Sit up, preferably at a table. You may not be in bed.
- ✓ Stay seated and facing the device.
- ✓ Mute audio when not speaking, unmute to speak. Remain on "mute" if the teacher has directed you to do so.
- ✓ Video screen must be turned on unless otherwise directed by the teacher.
- ✓ Come prepared with paper, pencil, or any items the teacher has asked you to bring.
- ✓ Pay attention to the conversation.
- ✓ Let your teacher know if you have concerns or need assistance with the Google Meets.
- ✓ The school dress code applies to Google Meets.
- ✓ The school code of conduct applies to Google Meets as well as the consequences.
- ✓ Each teacher reserves the right to dismiss you from class if the guidelines are not met



FAQ

① Who do I contact with academic concerns?

1st Content Specific Teacher: they assigned it, they will be able to walk you and your child through whatever the problem may be

2nd Homeroom Teacher: each student is assigned a virtual homeroom teacher, this teacher is checking in with students every week.

② Who do I contact with personal needs concerns?

1st Homeroom Teacher: this teacher is already checking in with your child every week, let them know your needs.

2nd Social Worker: Mrs. Campbell and Mr. Dorland are still available to make sure all of your child's emotional and mental health needs are met.

tcampbell@casscityschools.org kdorland@casscityschools.org

3rd School Nurse: Mrs. LaPonsie is available for health questions klaponsie@casscityschools.org

③ Who can help me understand Google Classroom?

There is a link at the bottom of page 2 that has a thorough step-by-step guide to navigating Google Classroom. This can be printed out upon request. If you are still needing assistance Mr. Gruber is available to help.

tgruber@casscityschools.org

Elementary classroom teachers are available to help for students K-6.

④ Who can help me understand Edgenuity?

1st Counseling Staff: Mrs. Hempton and Mrs. Fluegge are extremely proficient in navigating Edgenuity chempton@casscityschools.org

rfluegge@casscityschools.org

2nd Content Area Teacher: Content area teachers can also help with understanding Edgenuity, especially with understanding the lessons and concepts

⑤ Where do I find information about food services?

1st Contact: Mrs. Bock sbock@casscityschools.org is the head of food services for Cass City Public Schools. She organizes the food orders that are sent out each week. Keep an eye out for updates on Cass City Public Schools Facebook page.

2nd Contact: High School office: (989) 872-2148

⑥ How do I contact teachers?

Teachers check their e-mail daily, multiple times a day. Teachers can be e-mailed directly from the **staff directory** found on the Cass City Public Schools home page. Simply click on the envelope icon next to the staff member you wish to e-mail.

If you need to speak directly with a teacher or staff member the school number is: (989) 872-2148 or (989) 872-2158

⑦ How do I log in to all the different programs?

Skyward: Student login is their student ID number and they create their own password.

For help with Parent Login or forgotten student login info contact Mr. Severance lseverance@casscityschools.org or Mr. Keyser rkeyser@casscityschools.org

Google Classroom: Same login and password as Skyward Edgenuity: this login and password is assigned by the school, if your child has lost or forgotten this login and password contact the content area teacher or Mrs. Fluegge rfluegge@casscityschools.org

⑧ Additional questions or concerns:

Contact homeroom teachers or content area teachers first, if they cannot help they should be able to point you in the direction of a person who can.

You could also call the office (989) 872-2148



Google Classroom Navigation Guide

This guide points out need-to-know information to successfully navigate through Google Classroom.

Note: If multiple people are sharing a device, you need to make sure your child is working under the correct log in. It sometimes switches to the default user when you switch between applications.

Navigating Classroom

1 Click on the waffle button and then the [Google Classroom](#) icon.

Navigating Classroom

2 Click on the class you wish to view.

Navigating Classroom

3 Page tools (Left side)

★ = High Interest for Parents

1	Menu of Classes	6	Waffle Button (App Directory)
2	Current Class	7	Your account
3	Announcements Page	8	Upcoming Assignments ★
4	Assignments ★	9	Updates from your teacher
5	Teacher(s) & Classmates		



Google Classroom Navigation Guide pt. 2

Navigating Classroom

4

Assignment details

The screenshot shows the Google Classroom interface with the following numbered callouts:

- 1: Classwork Tab
- 2: View your work
- 3: Google Calendar
- 4: Class Drive folder
- 5: Topics available
- 6: Benchmark Tests
- 7: Assignment Title
- 8: Assignment Due Date
- 9: Assignment Status
- 10: Attached files/links
- 11: Click to view assignment

ACCESS ANYWHERE

ANDROID IPHONE TABLET DESKTOP

GOOGLE APPS

allow you to edit Google assignments from any device that is connected to the internet!

Download on the App Store

GET IT ON Google Play