



Hutchinson Elementary-Middle School at Howe

Where Eagles S.O.A.R.



Parent Orientation 2020-2021

Students Rise. We All Rise.



AGENDA

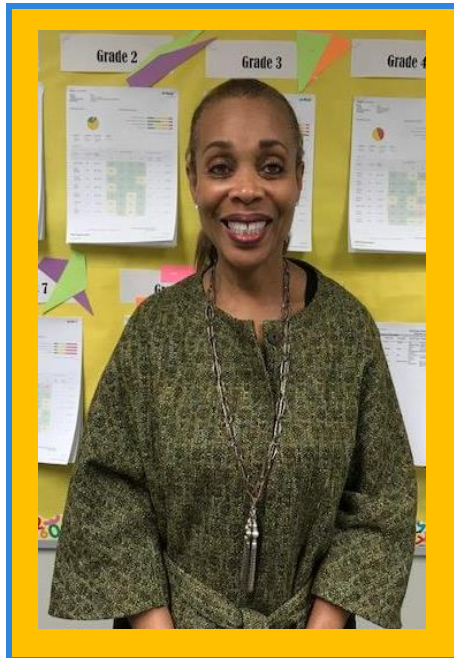
Time	Item
5 minutes	Welcome, Objectives & Norms
5 minutes	Meet our Staff
10 minutes	COVID-19 Safety Protocols
15 minutes	First Day Expectations
15 minutes	Learning Expectations
10 minutes	Curriculum Distribution
20 minutes	Accessing Teams and Schoology
5 minutes	Connected Futures



During this session, participants will:

- Meet the school staff and understand the process of scheduling parent conferences
- Review the COVID-19 safety protocols, including the protocol for reporting to school
- Analyze first day expectations for virtual and face to face students
- Understand the expectations for virtual and face to face instruction
- Internalize the process for locating, accessing Teams and Schoology through Clever

WELCOME TO THE FRONT OFFICE



Sharon Williams
Principal

sharon.williams03@detroitk12.org
313-866-4169



Rhonda Turner
Assistant Principal

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313-866-4169

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MEET OUR STAFF



2020 OPENING DAY



Hutchinson Eagles

30-MAN ROSTER

Sharon Williams, Principal

Rhonda Turner, Assistant Principal

Teachers

L. Lewis, Pre-K
L. Davis, Pre-K
E. Gorny, Kindergarten
S. Lewis, Kindergarten
D. Watts, 1st Grade
P. Williams-Walker, 1st Grade
S. Stewart, 2nd Grade
J. Sancricca, 2nd Grade
M. Willis, 3rd Grade
T. Johnson, 3rd Grade
N. Adams, 4th Grade (MT)
D. Wilkinson, 4th Grade (MT)
K. Triplett-Colston, 5th Grade
Vacancy, 5th Grade
A. Pettway, MS ELA
C. Shaw, MS Math
S. Alexander-Key, MS SS
Gilmore, MS Sci
C. White, ASD/Lead ESE
R. Davenport, Resource
V. Powell, Resource
J. Martin, Resource
M. Lograsso, Music
E. Colston, Physical Education

Office Staff

K. Gordon, Clerical
N. Carter, Clerical

Academic Support

C. Key, Acad. Interventionist
F. French, Acad. Interventionist
J. Cooks, Para-educator
S. Girty, Para-educator
C. Hill, Para-educator
A. Moore, Trainable Aide
S. Butler, Trainable Aide

Student Support Services

Nurse Brown, School Nurse (MWF)
D. Jones, Counselor
M. Young, Counselor (NEG)
L. Joe, School Culture Facilitator
F. Shine, Attendance Officer
Pruitt, MDHS

VISION

The Future We Want

All students will have the knowledge, skills and confidence necessary to thrive in our city, our nation, our world.

MISSION

The Work We Do

We educate and empower every student, in every community, every day, to build a stronger Detroit.



**Transformative
Culture**



**Outstanding
Achievement**



**Whole Child
Commitment**



**Exceptional
Talent**



**Responsible
Stewardship**

A young girl with dark hair, wearing a white short-sleeved school uniform, is seated at a desk in a classroom. She is looking down intently at her work, holding a blue pencil in her right hand. The background shows a green bulletin board and a red and blue ladder-like structure. The text "COVID-19 SAFETY PROTOCOLS" is overlaid in white, bold, sans-serif font across the middle of the image.

COVID-19 SAFETY PROTOCOLS

SMART SAFETY MEASURES

For students and staff learning in our buildings, we will implement safety measures. DPSCD was allocated \$85 million in CARES Act funding to implement COVID-19 safety measures to ensure the health and wellness of students, teachers and staff. To date, the district's board has approved \$25 million in spending for personal protective equipment, temperature stations, cleaning supplies and classroom safety items. We have also increased the frequency of custodial services to include daily cleaning and sanitization.

School safety measures include, but are not limited to:

- COVID-19 testing for employees
- Training on healthy hygiene practices for students and staff
- Daily temperature and self-symptom checks for employees and students
- Required use of masks; reusable masks will be provided to all students and staff
- Expansion of nursing services in every school
- Hand sanitizer in each classroom and regular restocking of soap in bathrooms.

SMART SAFETY MEASURES CONTINUED

Daily Deep Cleaning

Classrooms, offices and shared spaces will be cleaned daily with EPA-recommended disinfecting products. All spaces have a posted cleaning log. Custodial staff will complete the log daily showing that a specific room/area has been cleaned (high-touch hard surfaces disinfected).

All buildings and busses cleaned and disinfected prior to staff and students returning.

COVID Testing

Before returning to work, all employees need a negative viral Covid-19 test. While students were tested for Summer School, student testing is not required for the fall.

If a student or family member has symptoms, you can be tested without a prescription at the City of Detroit drive-through testing sites. All tests require an appointment. To schedule a test, call 313-230-0505.

Visit www.michigan.gov/coronavirus for other testing sites near you, including those that do not require insurance.

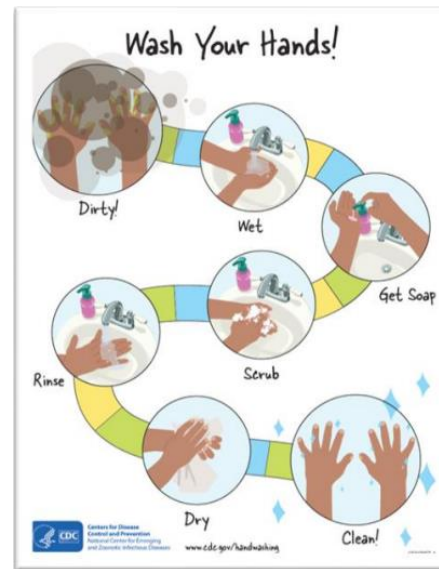
Monitoring and Accountability

As the District implements safety guidelines, a team of 4 people will monitor safety daily in schools and complete daily compliance reports.

Parents can email info.reopen@detroitk12.org or call [313-578-7018](tel:313-578-7018) to report concerns. The District will respond within 24 hours.

PERSONAL PROTECTION EQUIPMENT (PPE)

- F2F students and staff will be required to wear masks/face coverings.
- District supplied masks, hand sanitizer, disinfectant, etc.
- Gloves and face shields for specific specialized staff groups



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RESPONSE TO CONFIRMED CASES



DPSCD is working closely with the Detroit Health Department and state authorities through this pandemic, including on a response plan in the case that a positive case is confirmed.

This includes:

- **Proactive communication about confirmed cases** once information is confirmed with public health officials
- **Buildings and offices closed for disinfecting** before students and staff return
- Students continue to **engage in regular instruction online with regular assignments, attendance, and grades**
- Employees infected with COVID-19 have an **unlimited paid sick bank** to cover their days out of school due to the infection



ENTERING THE BUILDING: EASY AS 1-2-3



1

Wear a mask

2

Take your temperature

3

Check for symptoms

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STUDENTS, DO YOU HAVE ANY OF THE FOLLOWING:



- **Fever or chills**

Trouble breathing?

A cough, sore throat or runny nose?

A headache?

An upset stomach?

Loss of taste or smell?

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WHAT TO EXPECT ON THE FIRST DAY OF SCHOOL

School begins every day at 7:30 a.m. for both online and face to face students

FIRST DAY EXPECTATIONS – Face To Face



STUDENT ENTRY PROCEDURES

- Students will line up outside of the St. Clair entrance according to grade level signage; Staff will be on hand to monitor lines and ensure students are masked and socially distanced.
- All pre-k parents are subject to temperature and symptom checks to gain access to the building.
- Students will enter by grade level beginning with kindergarten and first graders. These students will be escorted to the lunchroom for breakfast. Students will be assigned to designated areas; Monitor-Ms. Cooks will ensure students remain in assigned areas.
- Second through fourth grade learners will pick up bagged breakfast after the temperature and symptom checks and be escorted to the classroom by the assigned monitor.
- Fifth through eighth graders will be escorted to the cafeteria for breakfast, monitored by Mr. Joe and Mr. French

FACE TO FACE LEARNING ENVIRONMENT

Schools will offer live, daily, face-to-face instruction in smaller classes to allow for maximum physical distancing. If a grade level is not available for face to face instruction students would be able to come to the school at work on a device in our learning center. They will be monitored by an adult and provided breakfast and lunch.

Learning Environment

- Class size reduced so that all desks can be separated by six feet
- Students will be grouped to better track and monitor student and staff movement (contact tracing) should a confirmed case of COVID-19 occur.
- Teacher provides in-person instruction; students

Meals

- Students will be served Breakfast on the Go after clearing screening as they enter the building. Breakfast will be eaten in the classroom.
- Lunch: Students will receive lunch from a designated area in the school and will then report back to the classroom to eat.

FIRST DAY EXPECTATIONS – Virtual



- Discuss online etiquette
- Be clear that lunch will be available at grab and go sites, but parents must adhere to the lunch times on the schedule.
- Virtual students and families will be able to pick up breakfast and lunch on Tuesday and Thursday of next week and Mondays and Wednesdays thereafter.

School begins every day at 7:30 a.m. for both online and face to face students

ONLINE CLASSROOM ETIQUETTES & EXPECTATIONS



- **Mute your mic** while the teacher or a classmate is speaking.
- Type **questions in the chat** so that you do not interrupt class.
- Use the **chat for questions about class only**.
- Always use **appropriate language**. Always use **kind, thoughtful words**.
- **Wear appropriate attire** similar to what you would wear to school.
- **Refrain from eating/drinking** while class is in session.
- Do your best to **pay attention** and participate.
- **Leave the meeting** when class is over.
- Ask **permission before sharing** class content.
- Only post **classroom appropriate materials**.
- **Always be safe, responsible, and respectful**.

KEEP MICROPHONE MUTED

- Remember, it is impolite for students to talk at the same time as the teachers. So, do not engage in it.
- Remember, microphones should be muted unless they are given permission from a teachers to turn it on for reasons of asking, answering questions, or sharing their understanding of what they are learning.
- Remember, when students are given permission to talk, turn microphones on to speak, then microphones should be turned off immediately once they have finished talking.
- Remember, try to have minimal background noise so that you can hear when you are being spoken to and can be heard when you are speaking.

USING THE CLASS CHAT BOX

- Remember, the class chat box should be used for questions, answers, and sharing pertaining to the subjects only.
- Remember, the class chat box should only be used for appropriate questions, comments, and responses. If you are not sure if it is appropriate or not, then students should not write it.
- Remember, periodically teachers will look at the class chat box throughout the lesson to try to address any questions or concerns students may have.
- Remember, emojis and gifs should only be used in moderation. In other words, students should not overdo it. Also, make sure that they are appropriate.

• adapted from Leicester

CLASS PREPARATION

- Make sure that students have completed homework and watched the videos regarding the lesson for the day before they come to class.
- Make sure that they have their notes that they have taken from the video in front of them during class.
- Make sure that they have tried to understand or problem solve so that they can ask questions about what they did not understand.
- Make sure they have a pencil and paper to engage and participate during class.
- Make sure that students are on time to class, focused in on the lesson discussions and being active participants.
- Students must attend and engage in all of the grade level classes.
- Parents, please monitor your child(ren) while online to ensure they are attentive and engaging.

Parents, we need your help! Let's recap!

- Ensure that your children are on Distance Learning daily and on time.
- Students should watch the videos the day before class so that they are ready for learning.
- Encourage students to participate in reading, math, science, social studies, writing, and physical education every day that the class meets.
- If your child(ren) is/are not on distance learning, he/she/they should be working on a academic packet obtained from a pick up site. Stay in touch with the teachers, AIs, and or paraeducators during office hours. AIs and paraeducators provide support also.
- Help students to own their learning. Build responsibility.
- Appropriate behavior and language is expected from all students.
- The chat section is for responding to learning.
- Please remember that students should have a quiet place to engage in learning. Background noise is disturbing to teaching and learning.
- Monitor students while engaged in learning. Help us keep them on task.
- And...remember to stay safe and healthy and observe social distancing.

Student Expectations for Integrity

Take Responsibility for Your Own Learning

- Students are expected to be dressed for virtual school. No PJs are to be worn.
- Get to class a couple of minutes early to make sure that your computer, microphone, camera and anything else you are using is working properly.
- Leave class only if you have been given permission to exit. If you must leave for some very important reason, chat with the teacher (in my chat box not the class box) and let her/him know why you had to leave. Send a chat to teacher as soon as you exit out of the session.
- Come to class prepared to learn and participate every day.
- Turn in your assignments accurately and on time on Schoology.
- Turn off the televisions, radios, and video games. Be attentive while you are in your online class session.
- Students will engage in virtual class under the Code of Conduct.

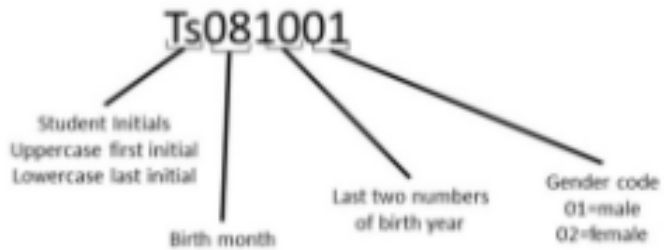


Connecting to the Virtual Classroom

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Can't Remember the Username/Password?



- The username is the child's email address which consists of their student ID number (555555@thedps.org)
- The password consists of a combination of the student's name, birthday, and gender.

Example: If Thomas Smith is a DPSCD student with a student ID of 018765 and his birthday is August 25, 2010, his username would be 018765@thedps.org and his password would be Ts081001.

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CURRICULUM DISTRIBUTION



What's in your bag?

K-8 (No return items)

- Student Workbooks for each subject area for Quarter 1
- Basic School Supplies

3-8 (To be returned)

- Novels or trade books

We will communicate with parents via a robocall, text message or email when any back ordered items arrive.

Material Distribution Schedule

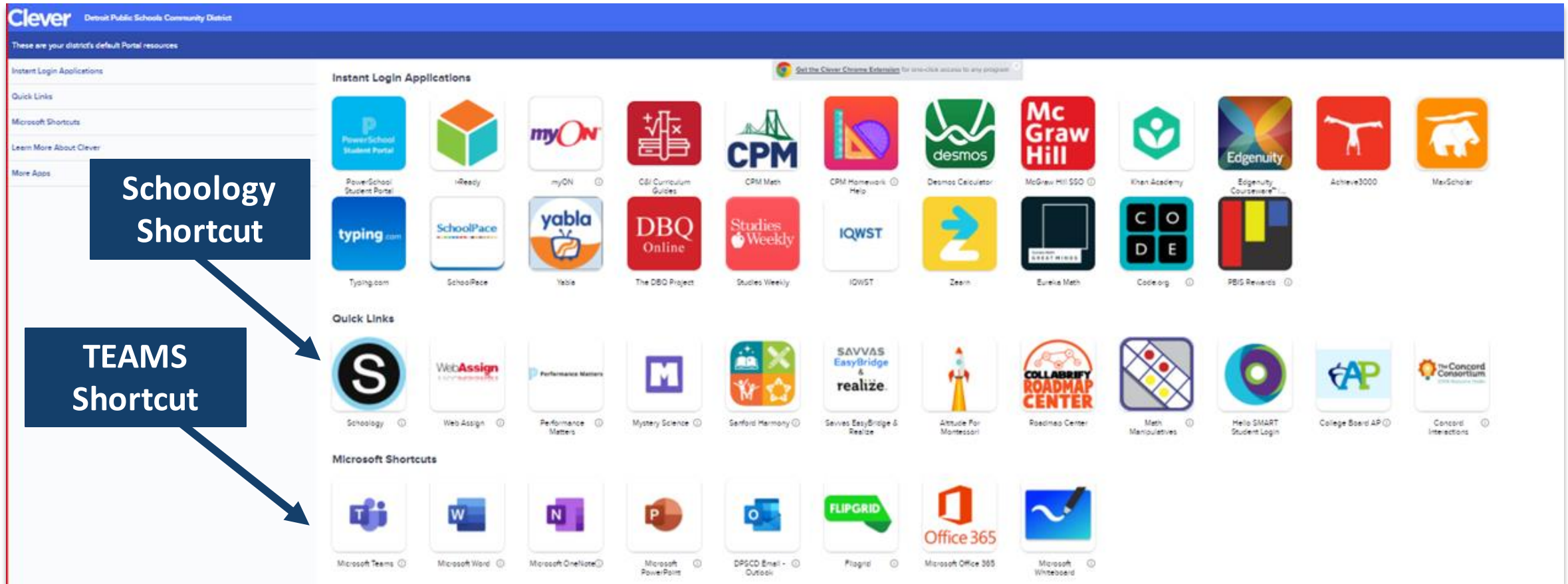
Day and Date	Time	Grade Level
Wednesday, September 2 nd	12:00pm-6:00pm	All Grades
Thursday, September 3 rd	10:30am-4:00pm	All Grades
Friday, September 4 th	9:00am-2:00pm	All Grades
Make Up Dates and Times		
Tuesday, September 8 th	10:30am-3:00pm	All Grades
Thursday, September 10 th	10:30am-3:00pm	All Grades
Monday, September 14 th	10:30am-3:00pm	All Grades

Loaner Laptop for Kindergarten and New Students



- **Friday, September 4th, parents may pick up loaner devices to support student learning at home.**
- **Distribution will continue through next week for students that need a device for virtual learning.**

WHERE TO FIND MICROSOFT TEAMS AND SCHOOLOGY IN CLEVER



The screenshot shows the Clever dashboard for Detroit Public Schools Community District. The dashboard is organized into several sections:

- Instant Login Applications:** A grid of 24 application icons including PowerSchool Student Portal, iReady, myON, CBI Curriculum Guides, CPM Math, CPM Homework Help, Desmos Calculator, McGraw Hill 500, Khan Academy, Edgenuity Courseware, Achieve3000, and MaxScholar.
- Quick Links:** A grid of 12 application icons including Typing.com, SchoolPace, Yabla, The DBQ Project, Studies Weekly, IQWST, Zearn, Eureka Math, Code.org, PBS Rewards, Schoology, WebAssign, Performance Matters, Mystery Science, Sanford Harmony, Savvas EasyBridge & Realize, Altitude For Montessori, Roadmap Center, Math Manipulatives, Hello SMART Student Login, College Board AP, and Concord Interactions.
- Microsoft Shortcuts:** A row of 8 application icons including Microsoft Teams, Microsoft Word, Microsoft OneNote, Microsoft PowerPoint, DPSCD Email - Outlook, Flipgrid, Microsoft Office 365, and Microsoft Whiteboard.

Two callout boxes with arrows point to specific shortcuts:

- A dark blue box labeled "Schoology Shortcut" with an arrow pointing to the Schoology icon in the Quick Links section.
- A dark blue box labeled "TEAMS Shortcut" with an arrow pointing to the Microsoft Teams icon in the Microsoft Shortcuts section.

ACCESSING TEAMS THROUGH CLEVER



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DOWNLOADING MICROSOFT TEAMS



Download The Teams App



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<http://dpscd.schoology.com/>

Login with student email and password



Technical Support for Learning Devices

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CONNECTED FUTURES MAKE-UP

Discuss your make-up procedure and dates for parents to pick-up their student's technology, if they missed the original deployment date for the school



CONNECTED FUTURES SUPPORT



Connectivity Issues

Text "INTERNET4CF" to (562) 372-6925

Online form: human-i-t.org/internet4cf



Technology/Device Support

Text "HELP4CF" to (562) 372-6925

Online form: help4cf.org

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GENERAL SCHOOL AND DISTRICT CONTACTS



School Main Office – 313-866-4169



Transportation Call Center – (313) 945-8600



Accessing Student Email – (313) 576-0100

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QUESTIONS

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