



Welcome Letter FALL 2020

Dear Parents and Students,

Teachers will utilize **Canvas and Zoom**. We want all parents and students to transition successfully into virtual learning and below are steps to assist you:

1. Prior to the first day of school, make sure you can access **Canvas**. Open your Chromebook, enter your GTID # and password (mc plus your 6 digit birthday - mcMMDDYY). You will access Canvas through the **Clever** portal. In Canvas, you will see all of your courses listed in the Dashboard. Get familiar with each course. Review each teacher's syllabus.
2. **Login to Canvas no later than 8:05 am**. Teachers will open their meetings 5-10 minutes prior to the start of class. Once you are in Canvas, click on your 1st period Teacher's Canvas Course and check for any announcements. Click on the Zoom link provided by your teacher. Then click on "**Share my video.**" You may have to wait for your teacher to admit you into the session. Once in the session, your teacher will do attendance and share any school announcements. Again, in order for you to receive credit for being present, teachers are required to match your name with a face. You must share your video. For each of your courses, you will login to Canvas, find the Zoom link posted by the teacher, & join the Zoom meeting.
3. **Follow the Alternating Day Schedule**. The schedule alternates daily. Keep track and make sure you are prepared. See the schedule on the back of this handout.
4. Students will receive a **CONSEQUENCE** for not following the guidelines of the virtual classroom. Parents may be notified by our discipline dean, Mr. Garrick Church. Please refer to the student handbook for details.
5. We ask that **parents schedule CONFERENCES with teachers** or guidance by emailing them. Just like during normal school hours, teachers will not be allowed to discuss individual student issues during normal class time. Students, your teachers are your first point of contact with any issues, but if you need additional assistance, please see below:
 - **Attendance** will be recorded daily, so make sure you are logged into your courses at the required time. (See the bell schedule on the back). When you are absent, all **excuse** notes and doctor's notes must be emailed to Mrs. Tammie Jacobs jacobs.tammie.t@muscogee.k12.ga.us.
 - Teachers will send course announcements and assignments through **Canvas**. Make sure you are checking for those communications and contact the school if you are having trouble receiving them.
 - There are school wide expectations for student behavior while on **Zoom**. This includes being appropriately dressed and following online etiquette expectations. These expectations will be covered by your teachers during the first week of school. There will be consequences for students who fail to follow school policies.
 - Our **Guidance Department** is available to assist with 9th grade transitions, college applications and scholarships, transcript requests and Dual Enrollment. Please visit our school's website at <http://sites.muscogee.k12.ga.us/spencer/> and click on the Counselor's Hangout for additional information. Dr. Michelle Sanchez is our Guidance Director and can be reached at sanchez.michelle.c@muscogee.k12.ga.us.
 - If you have any issues with your **Chromebook**, please stop by the media center before school, during lunch or after school. You may also email Ms. Black at black.lajuene.a@muscogee.k12.ga.us. She may refer you to our district's help desk. They can be reached at (706) 748-2271.
 - Students will have opportunities to **CHECK OUT BOOKS** virtually. Please check your email to review the attachment that displays instructions with pictures. If you have additional questions, please email Ms. Black at black.lajuene.a@muscogee.k12.ga.us
 - Our **Magnet** Coordinator is Ms. Tomacia Johnson. Please contact Ms. Johnson with any questions concerning our magnet requirements at johnson.tomacia.k@muscogee.k12.ga.us.
 - **Credit Recovery**, Georgia Virtual School and Catapult opportunities are coordinated by Ms. Quashanta Dorsey and she can be reached at dorsey.quashanta.g@muscogee.k12.ga.us
 - **School Lunch** will be provided for virtual students daily 10:30 -11:15 AM. Lunch is picked up in the bus loop.
 - **Remind Codes:** To receive regular messages and school updates, please join Remind based on your grade level. Please text the following code to 81010:
 - **Seniors** – @d8ce3k **Juniors** - @b3b9e3 **Sophomores** – @27kee6 **Freshmen** - @ff8cb87