



Welcome to Virtual 1st Grade Open House

TEACHER INTRODUCTIONS

Face to Face Teachers

Ms. Carrie Austin

Mrs. Andrea Chapman

Mrs. Kimberly Foster

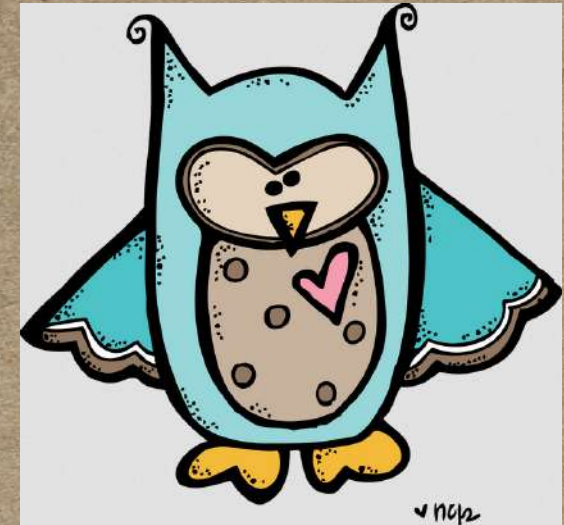
Mrs. Kim Wilson

Virtual Teachers

Ms. Gracie Austin

Mrs. Beth Harwell

Mrs. Carrie Reuss



VIRTUAL SCHEDULE

Paulding Virtual Elementary Academy Student Schedule

The Paulding County School District is excited to offer an online learning opportunity for students. The expectations and rigor will mirror face-to-face instruction. Students will receive additional academic services and supports (gifted, ESOL, etc.) as required during virtual learning. Students will need to have a dedicated device to participate and complete assignments. Elementary virtual teachers and students will follow this schedule for the instructional day.



Monday- Thursday		Friday
8:00- 8:15	Morning Meeting (15 min) <i>Includes preview of daily schedule, classroom meeting, and attendance</i>	Includes: Student Specials (PE/Music/Art/STEM)
8:15-10:45	Morning Block (150 min) <i>Includes scheduled breaks May include Live session with teacher, small group sessions, and/or independent work</i>	May include: Small group Remediation/Extension
10:45-11:45	Lunch (60 min)	Student Individual Work and/or Tutoring
11:45-2:00	Afternoon Block (135 min) <i>Includes a scheduled break May include Live session with teacher, small group sessions, and independent work</i>	Counseling Sessions
2:00-2:30	Daily Wrap Up (30 min) <i>Includes preview of tomorrow's schedule and classroom closing</i>	Parent Contacts
		Student Conferences
		Student Assessments

Student Expectations:

- Work daily in assigned courses engaging with the teacher
- Meet daily/weekly instructional expectations
- Participate in online lessons and communicate with teachers through Canvas and video conferences
- Participate in activities as required by the districted school and PCSD

Engage. Inspire. Prepare.

DIGITAL VS. VIRTUAL LEARNING

This school year your child will be participating in virtual learning. Virtual learning is vastly different than what we did last school year.

Digital Learning

- No direct teacher instruction
- Teacher has office hours
- For short periods of time, such as inclement weather days

Virtual Learning

- Direct teacher instruction
- Specific daily schedule
- Attendance taken daily

PARENT PORTAL

As a school district, we value partnerships with our families and open communication regarding student progress. Infinite Campus Parent Portal is a tool for parents and students to remain up-to-date regarding their students' daily progress.

First time users to Parent Portal are required to establish a user identification which includes both alpha and numeric characters.

Below is information regarding how to obtain an account activation code, as well as reset accounts, if needed.

COVID-19 Instructions for Activating a Parent Portal Account

Please send an email to portal@paulding.k12.ga.us and the following information. A copy of parent picture id must also be included in the email.

Parent Name
Parent Physical Address
Parent Email Address
Student First Name
Student Last Name
Student's Date of Birth
Student(s) Physical Address
Name of School Student Attends

REMOTE ACCOUNT ACCESS

PCSD Technology Services

Establishing student accounts remotely

To log into Canvas and other Paulding School District digital programs for the **first time of a new school year**, **remote learning students** will need to login to Microsoft Office online to establish their user account.

Elementary students are not required to change their default password. Middle and high school students are required to change their default password.

1. From the Paulding County School District's web site homepage, www.paulding.k12.ga.us, click the 'Student Dashboard' icon.



2. Select the Elementary or Middle/High School Dashboard button.

<https://www.paulding.k12.ga.us/dashboard>



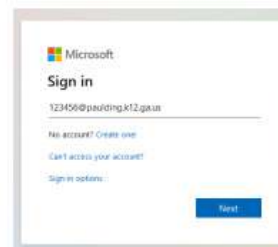
3. Select the OneDrive icon.



REMOTE ACCOUNT ACCESS

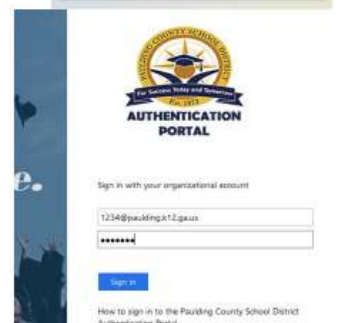
PCSD Technology Services

4. To sign in, enter your **Student ID** number followed by **@paulding.k12.ga.us**
Example:
Lucy's student ID is 123456, so she would enter 123456@paulding.k12.ga.us and click Next.

A screenshot of the Microsoft Sign in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing the email address "123456@paulding.k12.ga.us". Underneath the input field are two links: "No account? Create one" and "Can't access your account?". At the bottom left of the sign-in box is a link for "Sign-in options". A blue "Next" button is located at the bottom right of the sign-in box.

5. Enter your default password in the password field.

Default Password:
first initial + middle initial + last initial + birth month + birthday. Birth month and birthday are 2-digit numbers.
Example: Charlie S. Brown with date of birth of 09/07/2002 will enter **csb0907** for the default password.

A screenshot of the Paulding County School District Authentication Portal. At the top is the Paulding County School District logo, which includes a graduation cap and the text "PAULDING COUNTY SCHOOLS" and "For Greater Value and Quality Since 1913". Below the logo is the text "AUTHENTICATION PORTAL". Underneath is a section titled "Sign in with your organizational account" with two input fields: one for the email address "1234@paulding.k12.ga.us" and another for the password, which is masked with asterisks. A blue "Sign in" button is below the password field. At the bottom of the screenshot, there is a link that says "How to sign in to the Paulding County School District Authentication Portal."

6. Elementary students are not required to change their default password but may change their password. Middle and High students are to create a new password to replace the default password.

Password Policy:

- Passwords must be eight characters long,
- cannot be a previously used password,
- cannot contain the username,
- Must include three of the following items:
 - Uppercase letter[A-Z]
 - Lowercase letter[a-z]
 - Number [0-9]
 - Special Characters [!,#,,\$]

Update Password

You must update your password because your password has expired.

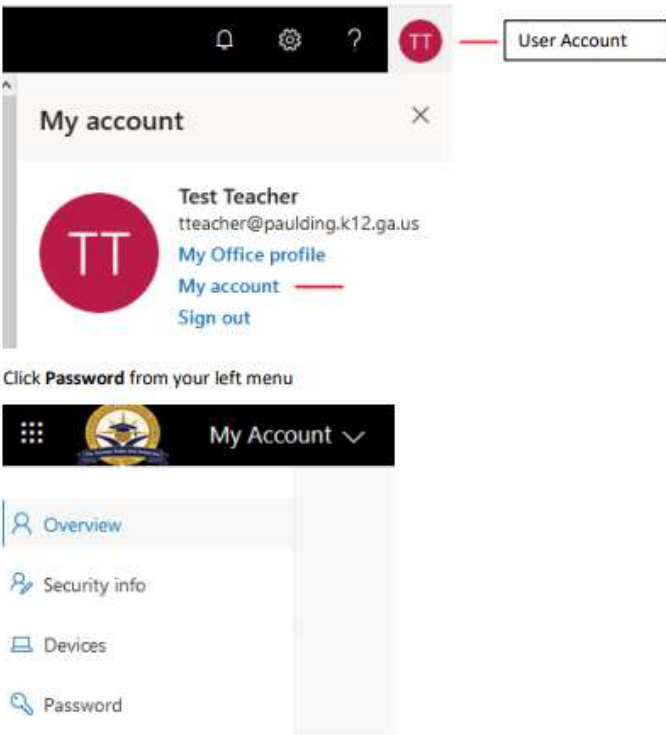
A screenshot of the "Update Password" form. It contains four input fields: the first for the email address "1234@paulding.k12.ga.us", the second for the "Old password", the third for the "New password", and the fourth for "Confirm new password". At the bottom of the form are two buttons: a blue "Submit" button and a grey "Cancel" button.

Change your password:

After logging into Microsoft online, click your **User Account** circular icon in the upper right-hand corner of the web browser and select **My account**.

REMOTE ACCOUNT ACCESS

PCSD Technology Services



My account

Test Teacher
tteacher@paulding.k12.ga.us
[My Office profile](#)
[My account](#)
[Sign out](#)

Click **Password** from your left menu

Overview
Security info
Devices
Password

Enter your **default/old password**, **new password** and **confirm your new password**. Be sure to utilize the **Password Policy** listed above for your new password.

For online programs including Canvas, you will utilize your Student ID (without @paulding.k12.ga.us) as your username and your password. Microsoft Office programs require the full username of Student ID + @paulding.k12.ga.us.

SUPPLIES

- Virtual students will need to purchase the same supplies as face-to-face students. They will need these things at home to complete daily work.
- Crayons (2) ~ Recommend Crayola 24 count
- Tissues (2)
- Pencils ~ Recommend Dixon Ticonderoga brand and sharpener
- Zipper pouch with binder rings (2)
- Scissors ~ Recommend Fiskar brand
- Glue sticks (6) ~ Recommend Elmer's brand
- Composition Notebooks wide ruled (4)
- Dry Erase board and markers (skinny)
- Large Pink Pearl erasers
- Pack of Copy Paper
- Index Cards
- Cap Erasers

VIRTUAL CLASS RULES

Virtual Meeting *etiquette* **FOR KIDS!**

- 1. Dress appropriately.**
You don't have to wear your school uniform, but dress appropriately as if you were going to someone's house to play!
- 2. Be aware of your surroundings.**
Be mindful of what's in your camera's view. Make sure that no personal information is visible and that you are in an area with good lighting so that we can see you.
- 3. Let your family members know that you are on a "live call".**
It's important that you let everyone know so that they are aware that their voice/image might appear or be recorded.
- 4. Have a family member nearby.**
Be sure to have an adult nearby at all times so that they can assist you if needed.
- 5. Mute your microphone when you're not talking.**
Muting when you're not speaking allows others to hear more clearly without distractions.
- 6. Be respectful and kind.**
Be mindful of your words and actions and how they might affect others. We are here to learn with and from each other.

VIRTUAL ATTENDANCE

- Our morning meeting will be from 8:00 - 8:15 and students will be expected to attend. Attendance will be taken and reported to the office.
- Attendance is required at all live session including small group sessions.
- Refer to the handbook for the county attendance policy.

COMMUNICATION

Newsletters- Sent home weekly (**electronically**)

Canvas- Letter sent home with details

Email - *Be sure we have an active
e-mail address on file.*

Phone –Hiram Elementary 770-443-3392

WHAT IS A SYLLABUS?

A syllabus is something that comes home at the beginning of each quarter (9 weeks). Listed on the syllabus are all of the new standards that will be assessed throughout that quarter. Please note that we assess previously taught standards throughout the year to ensure mastery.

BOOKWORMS

- Balanced Reading Program that consists of 3 parts
- Shared Reading- On Grade Level Texts (Whole Group)
- DI Box Time- Direct Instruction (Small Group Setting)
- Interactive Read Aloud/Writing (Whole Group, Partner, Individual)

MATH WORKSHOP

- Consists of 3 parts:
- Opening (Whole Group)
- Work Time~ Independent Work
- Closing~ (Whole Group)

HOMework

- Read 10-20 minutes every night.
- Practice reading sight words nightly.
- Daily math reinforcement practice.
- Math fact practice.

LOOKING AHEAD

We look forward to
working with all of you
this year! Let's make it
a great one!