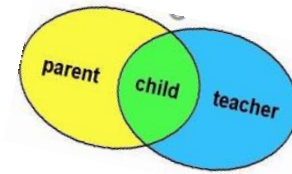


## 2020 Summer School Parent Letter



Dear Parents,

I hope this letter finds you and your family safe and well. My name is Mrs. Penny Clark, and I will serve as your child's summer school Principal. Mr. Hart Brown is also coming on board for summer school. He is the Principal for Vista and IBI/MVA. We are both so glad you are coming to summer school and want this to be a good experience for your child and for you.

Because we are continuing the Distance Learning for 2020 Summer School, communication is very different. Hence, the letter to explain the procedures and help eliminate any confusion you may have.

All learning this summer will be online through a learning program called Odysseyware. MPS has been using this program for several years now, and your child may already be familiar with how it works. Don't worry if they do not know how to do it. We will attach written instructions AND your child will be assigned a teacher for lab monitoring. This person will oversee your child's classes. Odysseyware is a wonderful learning tool and is easily navigated by students.

The first thing you need is to make sure you have contact with your child's school counselor. The counselor will give you information about what class(es) your child needs. Once you have that info, a form will have to be completed. Please allow the counselor to help with this. The procedures will be to receive the information from the counselor, contact Beverly Womack who is looking over courses to verify. Once that is completed, Mrs. Womack will explain to you the procedure for payment. The cost is \$165 per class. This is also done online only this year due to the pandemic. I will place your child on a spread sheet once payment is verified. Your child will be assigned an online teacher who will contact you, so please make sure we have viable phone numbers AND email addresses on the enrollment form. The teacher will contact the student/parent and let them know the next step in beginning and how their time will work on Odysseyware.

### **IF YOUR CHILD IS TAKING A MATH COURSE:**

It is imperative you and your child understand that the time for summer school is Monday through Friday from 8:00 a.m. until 1:00 p.m. if your child is taking a math class. Teachers will be tracking students on Odysseyware (OW) and can view when the student is working online as well as doing Zoom meetings throughout the day with students in math. Expectations are intact for the work time of M-F 8-1 as if we were in regular summer school. If a student is NOT working and / or checking in on zoom times, we will remove them from OW.

Other courses, outside of the math class, may be done any time. Realize teachers will hold office hours from 8-1:00 and may / may not be available to open lessons/quizzes, etc. So, this is important to know when teachers will be available and to email them if you have questions or need to discuss hours you will be working on classes.

When the student is completed with the course, the teacher will notify me, and we will have the grade transcribed onto the transcript.

If at ANYTIME during the summer school sessions you have questions or concerns, please do not hesitate to contact myself or Mr. Brown. I will include the necessary info below and it will also be on the General Information page.

Please see the diagram for steps.

1.

- Counselor calls parent
- Counselor completes form and sends to parent and Mrs. Womack [beverlywomack@mooreschools.com](mailto:beverlywomack@mooreschools.com)

2.

- Parent will contact Beverly Womack to verify courses and receive info on how to pay for course
- Parent will pay for class(es)

3.

- Beverly will contact Mrs. Clark/Mr. Brown to begin enrollment process
- Once parent has paid, student's name will go on spread sheet

Penny Clark: [pennyclark@mooreschools.com](mailto:pennyclark@mooreschools.com) 735-4979

Hart Brown: [hartbrown@mooreschools.com](mailto:hartbrown@mooreschools.com) 735-4646

- **What type of Device will your child be using for Summer School?**
- **Who is your internet provider?**

**Please make sure this info is on the enrollment form. If you do not have services/device, please notify Mrs. Clark or Mr. Brown.**