

Dear Sixth Grade families,

Welcome to the new school year! My name is Kaitlin Orphal and I will be your child's teacher this year. I have a Bachelor's degree in Elementary Education and Special Education from the University of New Mexico and have spent the last two years teaching within the Albuquerque Public Schools District. I am very excited to be learning and working with your student this year!

COVID Safety

This year is a very unusual one for all of us and we have new safety measures put in place to protect everyone.

- ❖ All students (and staff) must wear a face covering all day and wear it properly covering their mouth and nose
- ❖ Students are expected to use and respect social distancing procedures
- ❖ Students will be asked to sanitize or wash their hands frequently
- ❖ Students may not bring baseballs, footballs, soccer balls, basketballs, or toys to school
- ❖ All students, staff, and visitors will have their temperature checked before they are allowed to enter the building

For further guidance and information please refer to the Parent/Student Manual.

Remote Learning

In the hybrid model of schooling your student will only come to class 2 days a week, either Monday/Tuesday or Thursday/Friday. On days that the students are not at school they are expected to log in to Schoology **every day**, M-F. Your student logging in is how attendance will be taken, if your student does not log in it will be counted as an absence.

Schoology

Schoology is the online platform the students will use while learning remotely. It will have their assignments, resources, and links in one spot; students (and parents) will also be able to message me and receive messages through it. To log in to Schoology:

From a browser:

1. In a web browser go to “students.beleneagles.org”
2. Click on “Schoolology”
3. Username is the student first and last initials + student ID number + beleneagles.org (ex. John Doe would be jd12345@beleneagles.org)
4. Password is the 6 digit (add 0’s if needed) student birth date (ex. born March 1, 2007 would be 030107)

From a smartphone:

1. Download the Schoolology app from the app store (a blue circle with a black S and white background: )
2. Username is the student first and last initials + student ID number + beleneagles.org (ex. John Doe would be jd12345@beleneagles.org)
3. Password is the 6 digit (add 0’s if needed) student birth date (ex. born March 1, 2007 would be 030107)

Microsoft Office

Students will have access to Microsoft Office (word, excel, etc) through their Belen website. To get to it:

1. In a web browser go to “students.beleneagles.org”
2. Username is the student first and last initials + student ID number + beleneagles.org (ex. John Doe would be jd12345@beleneagles.org)
3. Password is the 6 digit (add 0’s if needed) student birth date (ex. born March 1, 2007 would be 030107)
4. When logged in to their Belen webpage there are 9 small squares arranged to form a larger square in the top left corner – click on the square and then click on the program you want to open

Grading Policy

Students will have time to complete assignments, if not turned in by the due date the assignment will be a 0. I am aware of how hectic things can be, if your student is unable to complete their work please contact me and we can make arrangements as needed.

Attendance

Students are expected to be in class on their scheduled days and to log in to Schoology each day they are remote to ensure they learn the academic skills and concepts they will need, both next year and for the rest of their lives. Students are able to enter the building at 8:40 AM and instruction begins promptly at 9:00 AM, the tardy bell rings at 8:55. Please notify us if your child will be absent for an extended period of time or has a pre-arranged absence (ex. Doctor's appointment). If your child is absent please send a note to school with them to excuse the absence (refer to the school manual for more information regarding absences). Students are responsible for all missed assignments.

Drop off/Pick Up

Please make sure your emergency contact list is updated in the office. Your child will not be allowed to go home with anyone who is not on this list. **Parents and family members will not be allowed to enter the building at any time, if you need assistance please call the school.** If your child typically rides the bus but you will be picking them up that day, please send a note or let the office know before 2:45. Student dismissal is at 3:25 on a staggered schedule.

Contacting the teacher

I feel that cooperation and open communication between home and school are essential to each student's success, even more so now than ever, so please free to contact me with any questions or concerns. I can be reached through email at orphalka@belenagles.org by phone: 5058590354, or through Schoology.

I am excited to get to know your child and look forward to making this a great year! Please be patient and flexible as I expect there will be a lot of changes as we figure out what works for us and what doesn't.

For further information about school policies and procedures please refer to the Parent/Student manual located on our Belen Consolidated Schools website (beleneagles.org).

Sincerely,

Kaitlin Orphal