Steps to Prepare for Successful Online School Days

Step 1: Sycamore Activation	All parents and the students have a Sycamore Account. If you have never activated the account you need to do so. You should have received an email, please check your spam folder. If you need this to be sent to you again, please contact the school office or email Mr. Frodge at efrodge@stbernardlou.com. Also, if you have not been getting emails from the school office then you will need to check with Jeanette at jwehr@stbernardlou.com with the correct email.
Step 2: Prepare	Check your technology at home. You will need to verify that you have a working system with Internet access. Do you have a working printer? Have basic school supplies, paper, and sufficient ink in the printer? If you don't have Internet access at home consider the Public Library or partnering with close by classmate with access.
Step 3: Assignments	Student will find their assignments in Sycamore no later than 10:00am each online school day. ● If your teacher uses additional methods of communication, such as web sites or Google Classroom, you will find links to those sites in Sycamore. ● Assignments are to be turned in as follows: ○ K - 5th: **3 DAYS AFTER THE ONLINE SCHOOL DAY**. ○ 6th - 8th: **THE DAY THEY RETURN TO SCHOOL** ● Late or missing work will be handled just as it is for missing assignments on a regular school day.

Step 4: Assistance during the day	Teachers will be available online to answer questions from parents and students. They will check their email hourly between 10:00am and 2:00pm.
	For assistance with directions for assignments, contact the teacher.
	For assistance with technical issues, contact our Technology Director, Mr. Frodge at efrodge@stbernardlou.com.