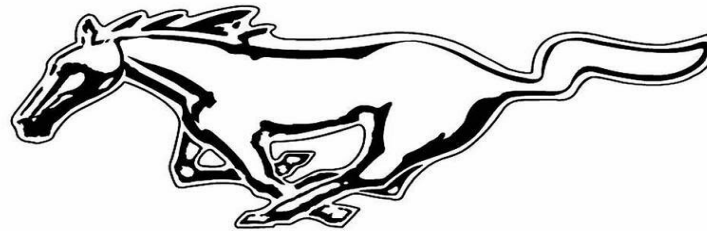# Welcome to Medina Middle School!

_____'s Orientation Booklet

_____ is your ID number

Your username is _____ @columbus.k12.oh.us

Your password is your birthday with dashes:_____

Table of Contents

Tech Support

Sometimes devices do not work like they should. If you have an issue with your Chromebook, please reach out to tech support for assistance.

You can call 614-365-8425

Please note, if you are having issues with a personally owned device, Columbus City Schools will not be able to assist you with these issues.
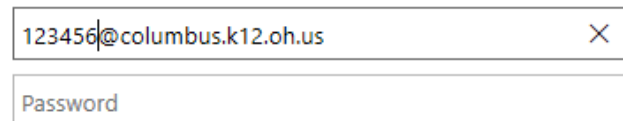
Other Important Numbers

Medina Middle School	614-365-6050
FACT line- General Questions	614-221-3228
Central Enrollment	614-365-4011

How to check your email

Your teachers will be sending you information out about your classes via email. In a lot of future jobs, you might have an email assigned. Learning how to check and use email is an important life skill. You will want to check your email at least once per school day.

1. To check your email you will want to go to ccsoffice.org

2. You will enter your username. Remember this is your ID number @columbus.k12.oh.us
    Example: 123456@columbus.k12.oh.us

3. Your password is your birthday with dashes. (Example: 01-01-07)

4. Click sign-in

    Sign in with your organizational account

 | 123456@columbus.k12.oh.us | ✕ |
    |---|---|
    | Password | |

    Sign in

5. To help you manage your email, you can delete emails that are not relevant to you or emails that have already passed. (Example, did you have an email about a test in September and it's now January? You probably don't need that email anymore and you can delete it.

6. Save emails that you may need at a later date. (Example, if you asked your teacher about a grade you earned, you might want to save this until your final grade is posted).

How to ask for help

Sometimes it can be really confusing or frustrating working online. It's OK to be frustrated, this is a normal part of life. But we have to learn how to deal with our frustration. At your future job, you might be stuck or confused on what your boss might ask you to do. You would want to ask for help or clarification. Asking for help is an important life skill and there are some ways to go about this to help you.

Here are some things to keep in mind.

1. **Click on "New message"**
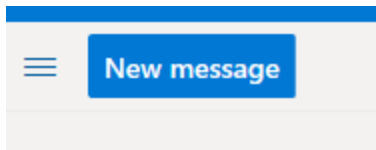
2. **Enter who you are the sending the email to, in the "To" line.** You can refer to the contact page at the end of this document.

3. **Put in your subject line your concern.** Are you confused on how to multiply fractions? Put in the subject- help with multiplying fractions. Are you having issues getting your PE log to submit? Put PE Log issues. This gives your teacher a heads up about what you are having issues with.

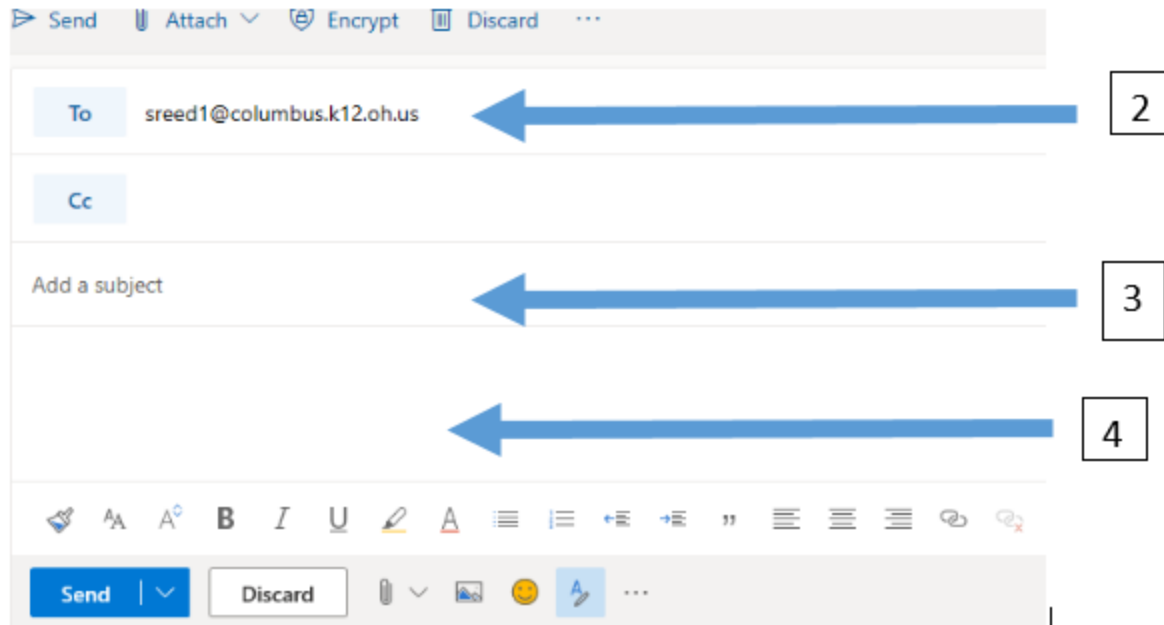4. **Write your email and make sure you include details.**
   Things to think about:
   >   What class is it for?
   >   What is your question?
   >   What will you hope to get answered?
   >   Did you sign your name?

5. **Watch your tone.** If someone was yelling or rude, would you want to help them? Sometimes when we get mad online, we aren't thinking about the tone of our communication. Make sure you follow PBIS expectations and are polite and respectful. Avoid using all capital letters (this sounds like yelling) and use please and thank you.

6. **Re-read what you wrote**. Sometimes we write something and we make errors. If you read what you wrote you can catch mistakes.

7. **Make sure you put your name at the bottom of the email.** Teachers get a lot of emails, this will help them know which email is yours.

8. **Click "Send"**
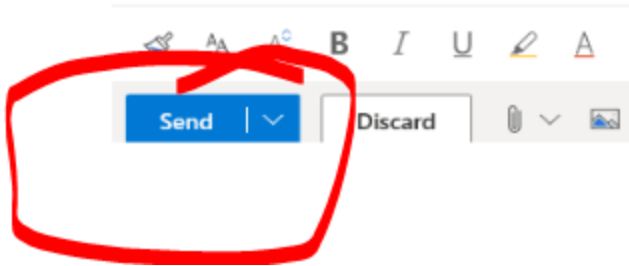
9. **Be patient and wait for a response.** Remember, your teachers have 100+ other students, meetings, and their own families. Sometimes, they might not be on the computer or able to respond right in that moment. Give them time to respond before sending another email. It's usually best to give 24 hours for your teacher to respond. If something is urgent, call them instead of emailing.

How to Join Google Classroom

Each of your classes will have a Google Classroom for you to join. Your teachers will be inviting you to these. Your teachers will post the assignments you need to work on, announcements, and class times. It is important that you check this daily to make sure you know what you will need to work on.

To join your classes, follow the below steps:

1. Go to www.google.com
2. Click on the sign-in tab if you are not already logged in.
   (You may be logged in already- if you do not see the blue sign-in tab, skip to step 3)
   You will use your ID number @columbus.k12.oh.us and your birthday with dashes to log-in
   Example: username: 555555@columbus.k12.oh.us
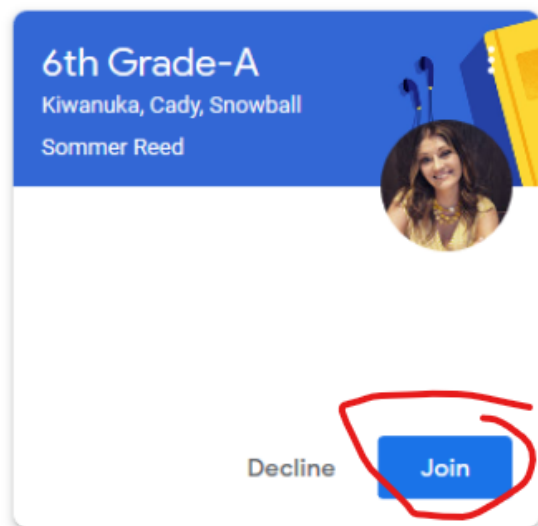   Password: 01-01-2010
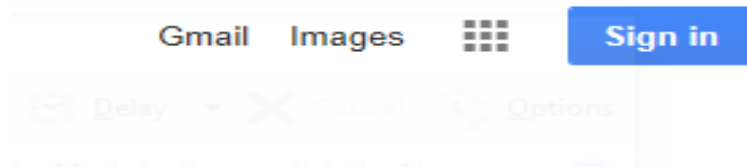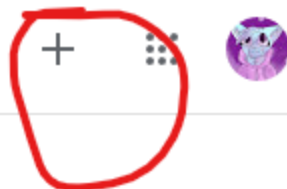

3. Click on the waffle icon

4. Click on the classroom icon

5. You should see classes you are invited to. There should be an option to join. Click this to join.

6th Grade-A

Kiwanuka, Cady, Snowball

Sommer Reed

Decline   Join

6. If you do not see, this go and click on the plus sign at the top

+

7. You will enter the classroom codes for each teacher and join their classroom. You can find your classroom codes in Infinite Campus by logging in as a student (see page 14 for instructions on logging in to Infinite Campus).

Class code

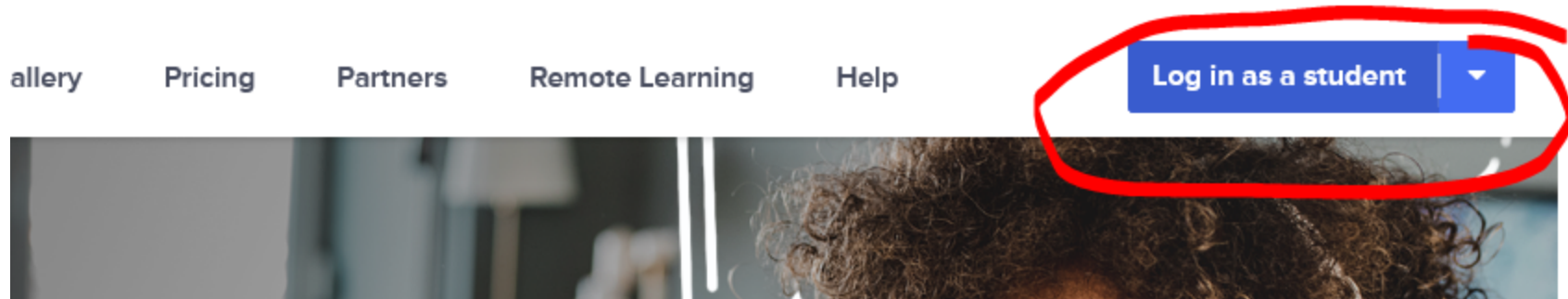Ask your teacher for the class code, then enter it here.

Class code

Once you log, in to Infinite Campus. You will click on the schedule portion and these codes will show.
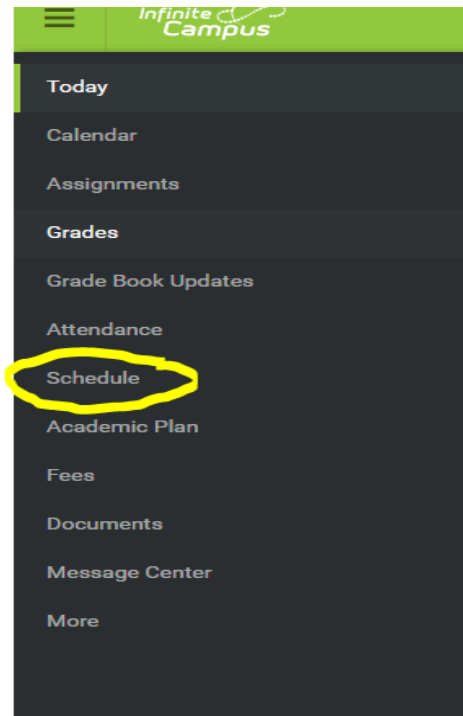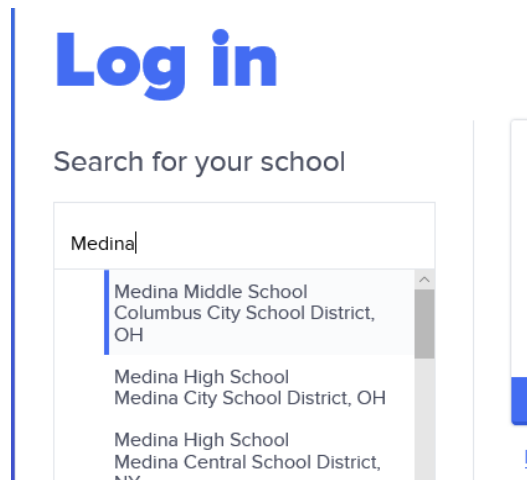
How to Log In to Clever

The district uses Clever as the platform for assignments. To log-in, follow the below instructions.

1. Go to www.clever.com
2. Click on log-in as student

3. Type Medina into the school and select Medina Middle School, Columbus City School District

4. Click log-in with active directory

Click log-in with active directory
your full CCS email
(NameNumbers@columbus.k12.oh.us).

Password hint:

For additional help, please contact the
Clever help desk by submitting a ticket at
https://support.clever.com/hc/en-us (7AM
EST - 8PM EST)

Clever Bad

Log in with Active Directory

INWIS...NiMDAwODI2:NGM2M2M:V3V...y.K1204MmNhY\

Having trouble? Get help logging in!

District a

5. Enter your username and password. You will use your ID number @columbus.k12.oh.us and your birthday with dashes to log-in. Example: username: 555555@columbus.k12.oh.us
Password: 01-01-2010

Sign in with your organizational account

username@columbus.k12.oh.us

Password

Sign in

Sign in using your district provided Email Address

How to check grades

Your teachers will be posting your grades for your classes. It's a really good idea to check your grades regularly. We suggest logging in at least 1 time a week to see how your grades are. This allows you to make sure you are staying on top of your assignments and make sure you are getting the grades you need to move onto the next grade level.

Think about it, if you have an F in your class and you catch it early on say in the second week of the quarter, it's much easier to fix it (you might be missing 1 assignment). If you wait till the end of the quarter you might put unnecessary stress on yourself (at that point, you might have 12 missing assignments).
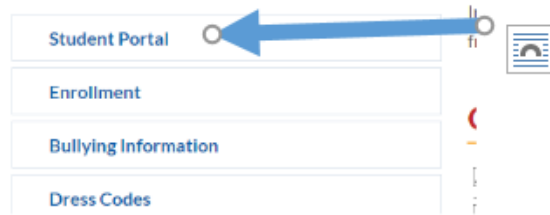
To check your grades, you will want to go to Infinite Campus.

1.   Go to www.ccsoh.us
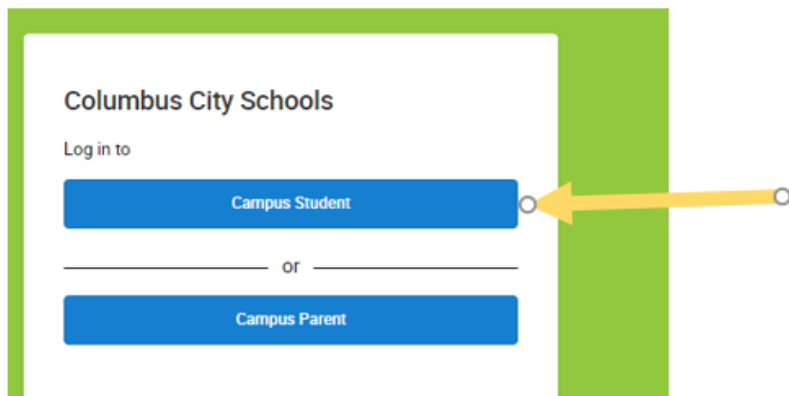
2.   Click on Students
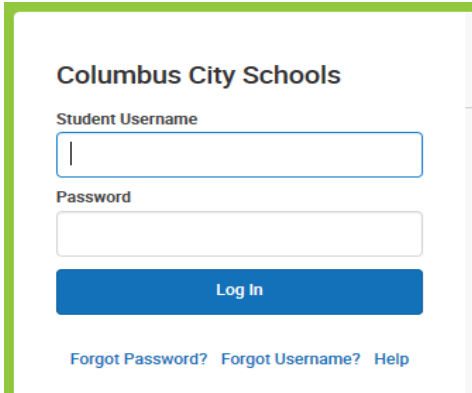

3.   Click on Student Portal

STUDENTS

Student Portal

Enrollment

Bullying Information

Dress Codes

4.   Click on "Campus Student"

Columbus City Schools

Log in to

Campus Student

or

Campus Parent

5.   Enter your username and password and login. Remember your username is your ID number. Your password is your date of birth.

Columbus City Schools

Student Username

Password

Log In

Forgot Password?   Forgot Username?   Help

7.   Click on "Assignments"

Today

Calendar

Assignments

Grade Book Updates

Fees

Documents

Message Center

Discussions

More

8.   Click on current term

Assignments
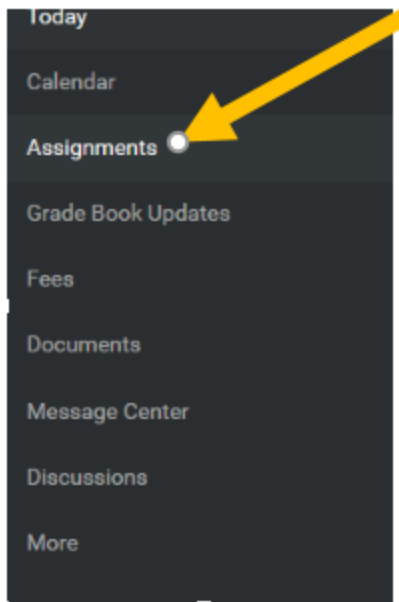
Missing | Current Term
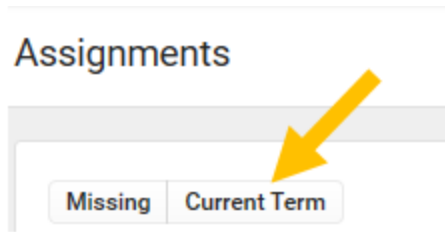
Your Virtual Schedule

You can find your daily class schedule and periods they meet in Infinite Campus (see page 14 for steps to log-in). Students, look at the schedule below. On a sheet of paper copy your own schedule. Write the names of your classes with the Google Classroom Code. So for example, the student's schedule below has 1st period Art. This student should write Art on a sheet of paper and the Google Code. During this student's 4th period lunch, this student would work on homework or other projects for their classes.

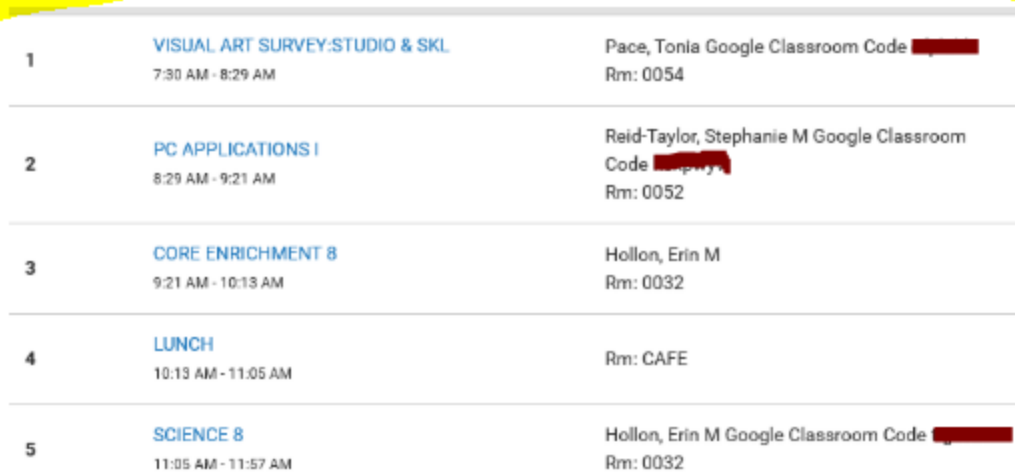| #	Class	Teacher / Info
1	VISUAL ART SURVEY:STUDIO & SKL 7:30 AM - 8:29 AM	Pace, Tonia Google Classroom Code ▬▬ Rm: 0054
2	PC APPLICATIONS I 8:29 AM - 9:21 AM	Reid-Taylor, Stephanie M Google Classroom Code ▬▬ Rm: 0052
3	CORE ENRICHMENT 8 9:21 AM - 10:13 AM	Hollon, Erin M Rm: 0032
4	LUNCH 10:13 AM - 11:05 AM	Rm: CAFE
5	SCIENCE 8 11:05 AM - 11:57 AM	Hollon, Erin M Google Classroom Code ▬▬ Rm: 0032

REMEMBER-You have the same schedule on Monday and Thursday, and you have the same schedule on Tuesday and Friday. Your scheduled lunch time in Infinite Campus is to be used for independent work. Wednesdays there are no Zoom classes. On Monday, Tuesday, Thursday, or Friday, you can access the Zoom meeting links in your Google Classroom.

Monday (Periods 1st-8th)		Tuesday (Periods 8th-1st) Ex.8th begins at 8:05 1st begins at 1:51		Wednesday (Independent Learning Day)	Thursday (Periods 1st-8th)		Friday (Periods 8th-1st) Ex.8th begins at 8:05 1st begins at 1:51	
8:05 - 8:45 1st		8:05 - 8:45 8th			8:05 - 8:45 1st		8:05 - 8:45 8th	
8:47 - 9:27 2nd		8:47 - 9:27 7th			8:47 - 9:27 2nd		8:47 - 9:27 7th	
9:29 - 10:09 3rd		9:29 - 10:09 6th			9:29 - 10:09 3rd		9:29 - 10:09 6th	
10:11 - 10:51 4th		10:11 - 10:51 5th		.	10:11 - 10:51 4th		10:11 - 10:51 5th	
10:53 - 11:43 LUNCH		10:53 - 11:43 LUNCH			10:53 - 11:43 LUNCH		10:53 - 11:43 LUNCH	
11:45 - 12:25 5th		11:45 - 12:25 4th			11:45 - 12:25 5th		11:45 - 12:25 4th	
12:27 - 1:07 6th		12:27 - 1:07 3rd			12:27 - 1:07 6th		12:27 - 1:07 3rd	
1:09 - 1:49 7th		1:09 - 1:49 2nd			1:09 - 1:49 7th		1:09 - 1:49 2nd	
1:51 - 2:31 8th		1:51 - 2:31 1st			1:51 - 2:31 8th		1:51 - 2:31 1st	

PBIS : THE MEDINA WAY : PATHWAY FOR VIRTUAL SUCCESS

In all areas, I will...	Home	Google Classroom	Chromebook	Google Meet	Apps : iReady, Study Island, ALEKS, Etc. Clever	Email
Be Safe	*Social Distance *Wash your hands often.	*Use private comments to communicate with your teacher. *Keep your sign-in private.	*Keep your sign-in private. *Carry Chromebook with both hands.	* Be aware of your surroundings, everyone will see what is behind you.	*Access all apps through Clever.com. *Use websites approved by your teacher or caregiver.	*Only respond to your teachers or school staff members. *Check for the handle @columbus.k12.oh.us
Be Responsible	* Keep track of your assignments each week. *Check Infinite Campus and Google Classroom regularly.	* Check in daily for assignments. *Click "Turn in" when done. *Respond to teacher questions in a timely manner. *Follow every step of the directions.	* Handle Chromebook safely. * Do not eat or drink around the Chromebook *Know where the Chromebook is at all times.	*Join video meet on time. *Bring questions about work and assignments. *Bring supplies, if needed.	*Check all classes for work. *Follow every step of the directions. *Complete assignments when they are due. *Go to Classroom and click "Turn In" when finished.	*Check your email regularly at ccsoffice.org *Reply to emails in a timely manner. *Only use your school email for school purposes.
Be Respectful	*Listen to your caregiver. *Share your device with siblings, if necessary. *Practice self care (ex. Eat healthy, get regular sleep, go for walks, etc).	*Use kind and appropriate words when posting comments *Use the private comment feature to communicate with teachers.	*Treat school devices like your own. *Use care when opening and closing. *Keep food, drinks, and gum away from Chromebook.	*Listen while others are talking. *Stay on mute unless you are talking. *Raise your hand to get the teacher's attention before asking questions.	*Complete your assignments in a timely manner. *Be mindful of completing all current and past assignments.	*Use kind words and appropriate language in your email responses (no text language). *Use patience when waiting for responses from teachers.
Be Productive	*Find a quiet place to work. *Set a daily schedule to complete work.	* Only click "Turn In" if you have completed the assignment. *Follow any teacher suggested schedules.	*Use your device for school work before leisure activities.	*Participate in class discussion. * Only unmute your mic if you are adding to the education of yourself or others.	*Ask the teacher for help if stuck. *Use your time wisely. *Use resources available within apps (ex. Flashcards, audio, etc.)	*Ask for help. *Stay focused on the purpose of email.

6th Grade Contact Information

Staff Name	Position	Email Address
Charmaine Tinker	Principal	ctinker@columbus.k12.oh.us
Aundray Brooks	Assistant Principal	abrooks@columbus.k12.oh.us
Sommer Irell	School Counselor	sreed1@columbus.k12.oh.us
Betsey Mierzejewski	School Social Worker	bmierzejewski9734@columbus.k12.oh.us
Drew Cady	ELA/Social Studies Teacher	dcady4971@columbus.k12.oh.us
Bridget Kiwanuka	Math/Social Studies Teacher	bkiwanuka@columbus.k12.oh.us
Michael Hood	ELA/Social Studies Teacher	mhood8375@columbus.k12.oh.us
Jeanne Snowball	Science/Social Studies Teacher	jsnowball744@columbus.k12.oh.us
Cam Thompson	Math/Science Teacher	cthompson8435@columbus.k12.oh.us
Ibrahim Diallo	ESL Teacher	idiallo737@columbus.k12.oh.us
Deborah Gagliano	Choir/Band Teacher	dgagliano@columbus.k12.oh.us
Linda Myers	PE Teacher	lmyers1@columbus.k12.oh.us
John Quinlan	Spanish/World Languages Teacher	jquinlan@columbus.k12.oh.us
Kyle Markle	PE Teacher	kmarkle@columbus.k12.oh.us
Juan Hurtado	Art Teacher	jhurtado@columbus.k12.oh.us
Tonia Pace	Art Teacher	tpace7519@columbus.k12.oh.us
Stephanie Reid Taylor	Technology Teacher	sreidtaylor6835@columbus.k12.oh.us

7th Grade Contact Information

Staff Name	Position	Email Address
Charmaine Tinker	Principal	ctinker@columbus.k12.oh.us
Aundray Brooks	Assistant Principal	abrooks@columbus.k12.oh.us
Sommer Irell	School Counselor	sreed1@columbus.k12.oh.us
Betsey Mierzejewski	School Social Worker	bmierzejewski9734@columbus.k12.oh.us
Brittany Crews	Math/Science Teacher	bcrews@columbus.k12.oh.us
Michelle Lane	ELA/Social Studies Teacher	mlane2973@columbus.k12.oh.us
Rod Hardesty	Science/Social Studies Teacher	rhardesty3727@columbus.k12.oh.us
Kristina Newman	ELA/Social Studies Teacher	knewman@columbus.k12.oh.us
Laura Thorne	Math/Social Studies Teacher	lthorne8398@columbus.k12.oh.us
Ibrahim Diallo	ESL Teacher	idiallo737@columbus.k12.oh.us
Deborah Gagliano	Choir/Band Teacher	dgagliano@columbus.k12.oh.us
Linda Myers	PE Teacher	lmyers1@columbus.k12.oh.us
John Quinlan	Spanish/World Languages Teacher	jquinlan@columbus.k12.oh.us
Kyle Markle	PE Teacher	kmarkle@columbus.k12.oh.us
Juan Hurtado	Art Teacher	jhurtado@columbus.k12.oh.us
Tonia Pace	Art Teacher	tpace7519@columbus.k12.oh.us
Stephanie Reid Taylor	Technology Teacher	sreidtaylor6835@columbus.k12.oh.us

8th Grade Contact Information

Staff Name	Position	Email Address
Charmaine Tinker	Principal	ctinker@columbus.k12.oh.us
Aundray Brooks	Assistant Principal	abrooks@columbus.k12.oh.us
Sommer Irell	School Counselor	sreed1@columbus.k12.oh.us
Betsey Mierzejewski	School Social Worker	bmierzejewski9734@columbus.k12.oh.us
Erin Hollon	Science/Social Studies Teacher	ehause8975@columbus.k12.oh.us
Aaron Reid	Math/Social Studies Teacher	areid3889@columbus.k12.oh.us
Phil Schoch	ELA/Social Studies Teacher	pschoch3773@columbus.k12.oh.us
Kelly Simmons	Math/Science Teacher	ksimmons7057@columbus.k12.oh.us
Doug Workman	ELA/Social Studies Teacher	dworkman4160@columbus.k12.oh.us
Ibrahim Diallo	ESL Teacher	idiallo737@columbus.k12.oh.us
Deborah Gagliano	Choir/Band Teacher	dgagliano@columbus.k12.oh.us
Linda Myers	PE Teacher	lmyers1@columbus.k12.oh.us
John Quinlan	Spanish/World Languages Teacher	jquinlan@columbus.k12.oh.us
Kyle Markle	PE Teacher	kmarkle@columbus.k12.oh.us
Juan Hurtado	Art Teacher	jhurtado@columbus.k12.oh.us
Tonia Pace	Art Teacher	tpace7519@columbus.k12.oh.us
Stephanie Reid Taylor	Technology Teacher	sreidtaylor6835@columbus.k12.oh.us

Special Education/IEP Case Manager Contact Information

Staff Name	Position	Email Address
Sharon Alexander	Intervention Specialist	sstewart578@columbus.k12.oh.us
Don Curtis	Intervention Specialist	dcurtis@columbus.k12.oh.us
Karen Marlowe	Intervention Specialist	kmarlowe@columbus.k12.oh.us
Alecia McCullough	Intervention Specialist	amccullough@columbus.k12.oh.us
Aleta Polley	Intervention Specialist	apolley@columbus.k12.oh.us
Julia Raccio	Intervention Specialist	jraccio@columbus.k12.oh.us
Katherine Welsh	Intervention Specialist	kwelsh@columbus.k12.oh.us
Samantha Williams	Intervention Specialist	swilliams4@columbus.k12.oh.us