

April 2, 2020

Parents:

From all of us at SCSD #3, we hope this letter finds you and your families well and that you are adapting to these unique circumstances we are all currently faced with. We greatly miss seeing your children in our classrooms and are determined to fulfill our mission statement in educating them. The purpose of this letter is to inform you of changes we are making as we work towards delivering the same high-quality education through remote learning opportunities and to hopefully answer any questions you have.

K-6 Information

As a K-6 Educational team, we would like to make our Home Learning Plan as simple as possible for you. We will plan on using learning platforms that are familiar to our students. While these learning platforms may not be familiar to parents, they will be for the student.

We suggest creating a designated spot in your home with limited distractions to stay organized. This should be where all the school materials are kept. This includes the student's hard copy materials (packets), supplies, and Chromebook. Make sure there is good lighting for video conferencing!

Although our classroom will look a little different, it will still function in many of the same ways. We will continue to be responsible, safe, productive, and respectful. Students should follow these expectations:

<p>Be Responsible: Don't lose technology Be careful holding and walking with technology devices Charge technology devices every day</p>	<p>Be Respectful: Follow rules No cyberbullying Be school appropriate</p>
<p>Be Safe: Only use safe sites</p>	<p>Be Productive: Focus on task Stay on sites allowed</p>

Our school day will start at 8:30 AM. Students need to be at their computers, prepared with their materials for our morning meeting. Our morning meeting will be via Google Meet. The meeting link will be on their Google Classroom and scheduled on their calendar automatically. This will be a time where we can connect and go over the day's expectations. There may be a cheesy joke or two, as well :) If students are unable to connect or are missing from the meeting, we will post the video on Google Classroom.

It is important that every student check their email throughout the day. Google Meetings and materials may be sent over email and be posted in Google Classroom.

Along with their morning meeting, students will have the opportunity to meet again at 10:00 AM for Math and ELA instruction. This will be a great time for students to ask questions and gain a better understanding of the material they are working on. Again, this will be scheduled on their calendar and posted on Google Classroom.

Hard copies and needed materials for the week will be picked up and dropped off Monday mornings at the normal bus route stops. Town students may pick up their materials in the front office from 7:30 AM - 8:00 AM and **be ready for the morning meeting by 8:30 AM.**

Communication will be important going forward. Google Classroom allows comments on each assignment, so if your child has questions, they can write a comment to us, email, or post a “hangout” chat. Thank you for being patient and flexible with us as we create a learning path that fits every child’s needs while being enjoyable and challenges them.

K-6th Basic Instructional Schedule <i>(Grade Level Teachers will create their own specific schedule)</i>	
7:30 AM - 8:30 AM	Prep and Student Support
8:00 AM - 11:30 AM	Instructional Delivery
11:00 AM - 11:30 AM	Lunch
11:30 AM - 4:30 PM	Student Support Hours (Interact with students through email, Google, telephone, etc.).

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7-12 Information

School is officially in session through remote learning beginning at 8:00 AM on Monday, April 6, 2020. The online delivery platform will be Google Classroom in combination with Google Meet Hangouts.

Schedule

Periods 1-4 will meet remotely on Monday and Wednesday mornings Periods 5-8 will meet Tuesday and Thursday mornings as follows:

Weekly Schedule	Monday	Tuesday	Wednesday	Thursday
7:30 - 8:00	Teacher Planning/Prep	Teacher Planning/Prep	Teacher Planning/Prep	Teacher Planning/Prep
8:00 - 8:40	Period 1	Period 5	Period 1	Period 5
BREAK 8:40 - 8:50				
8:50 - 9:30	Period 2	Period 6	Period 2	Period 6
BREAK 9:30 - 9:40				
9:40 - 10:20	Period 3	Period 7	Period 3	Period 7
BREAK 10:20 - 10:30				
10:30 - 11:10	Period 4	Period 8	Period 4	Period 8
11:10 - 12:00 - Lunch				
12:00-4:30 Additional Support/Office Hours (emails, grading, conferencing with individuals/small groups, provide feedback, etc)				

This understandably raises a lot of questions for you.

What can you expect from us?

- High quality lessons and assessments.
- Keeping you informed - Each of your child's teachers will use Google Classroom and/or email you and your child a weekly agenda outlining the week's tasks, assignments to be completed and when each is due. Teachers will also use Google Classroom to post these agendas.
A minimum of one weekly grade will be recorded in PowerSchool.
- Daily office hours in the afternoons for students to contact teachers as needed.

What can you expect from your student(s)?

- Students will be expected to be present for their scheduled class period.
- They will be expected to check their calendars for due dates often to ensure they are turning assignments in completed on time. They will not be given more than 2 graded assignments per week in each class.
- They will be required to log on to Google Hangouts as requested by the teacher.

How will my student get started on Monday morning?

Each Monday morning at 8:00 AM you and your child will receive an email from their 1st-hour teacher with instructions for their first hour class for the week, invitations to google hangout, assignment links, etc. ***This email is very important for our district as it is part of our student attendance requirement for the state. This attendance is just as important as though your child were attending school on site.***

What about attending the other classes?

Students are expected to be online attending all of their classes as per the above schedule. *Each teacher will be emailing students with specific instructions.* Students will either log onto Google Meet via an invitation by their teacher or will log onto Google Classroom and check their weekly agenda and complete any tasks or assignments. If the teacher is not actually instructing during their class period because students are working through assigned tasks in the Classroom, the teacher will still be available during that time to chat with students about any questions or concerns.

What is Google Meet Hangouts and what will happen during these sessions?

During the assigned time through Google Meets, which will show up in an email invite, your student will receive up to 40 minutes of instruction or assistance with homework. Instruction could be in the form of discussions that include following along with the online curriculum, videos with follow up questions and discussions and explaining assignments.

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***"Talent wins games, but teamwork and intelligence win championships." –
Michael Jordan***

Sincerely,

SCSD #3 Educational Team