

**April 1, 2020**

**Dear Parents and Families,**

We hope this email finds you and your family doing well during our current school closure. As you know, in the next few days the district will be implementing the plan to begin online learning for our students. This email includes specific information about the daily expectations and some instructional guidelines for participating in online learning.

**Online Learning - Implementation Schedule**

Tuesday 3/31 and Wednesday 4/1: Teachers reach out to students to discuss online learning

Thursday 4/2: Planning and preparation and hosting a live morning session

Friday 4/3: Live morning meeting and post first assignment

Monday 4/6: Online classes start for students

Tues. 4/7 - Thurs. 4/9: Full days of school 4/7 and 4/8, half day of school 4/9 (end of Marking Period 3)

Fri. 4/10 - Mon. 4/13: HOLIDAY

**Grade level schedule for instruction** - We hope that your child will be able to join their teachers during the times listed. However, there will be an option to view the lesson at other times, and also complete work with teacher input and support. Depending on the course structure (for example, Related Arts) some courses may simply post content for students to access and be available for support to students during the times listed.

**Elementary Planned Instruction Schedule for classroom teachers (begin 4/6/2020)**

- Live sessions will begin with a read aloud (**M-W-F ELA days**) or a morning meeting (**T-TH math days**)
- For ELA, Monday and Fridays will be Units of Study Reading and Wednesdays will be for writing
- The Planned Instruction for the Elementary grades will include synchronous and recorded mini lessons of approximately 15-20 minutes.
- Students will be assigned independent work that is, on average, intended to take 60-90 minutes per day for students in grade K-2 and 90-120 minutes per day for grades 3-4. The table below outlines the structure of a typical day.

Grade	Instruction	Student / Parent Support Time	PM Check-in
K	9:00 - 9:30	9:30 - 10:30	2:00 - 2:20
1	9:30 - 10:00	10:00 - 11:00	2:20 - 2:40
2	10:00 - 10:30	10:30 - 11:30	2:40 - 3:00
3	10:30 - 11:00	11:00 - 12:00	3:00 - 3:20
4	11:00 - 11:30	11:30 - 12:30	3:20 - 3:40

**Online Learning Guidelines** : We have developed a list of important guidelines to assist you with the online learning process. Please review these with your child. Individual teachers will be communicating guidelines for their virtual classrooms as well.

- REC teachers will primarily be using the SeeSaw, Zoom, Loom, and Google platform for instruction. They will communicate with families to help students join online learning. The first activity will be on Friday, April 3 with online exploration. If your child does not have access, please reach out to your child's teacher through email.
- Students will be presented with daily assignments. They can be completed at any time throughout the day, and posted for the teacher's review and feedback.
- As we begin online instruction next week, we estimate that students could spend approximately 90 each day, including the online lesson presented by the teacher.
- Some lesson presentations may be done by live video. If you are not comfortable with your child being on video, but want them to participate, the camera can be turned off. Students can also participate by watching a recording of the lesson.
- You will receive information from your child's teacher regarding the online platform. They will provide you the ability to opt your child out of this.
- Please remind your child the importance of following the Guidelines of On-line Etiquette: When entering a virtual space, please mute your microphone and only turn it on when you need to speak. Please be sure that students are appropriately dressed. We are trying to use virtual spaces to recreate a classroom environment as best as possible. Virtual spaces may be recorded. **At no time are students or their families permitted to record or republish any content from any video conferencing session.** Please be sure that students are adhering to the district dress code when participating in virtual instructional spaces. Students will still be held to the district student code of conduct. All virtual rooms will be Password Protected to enter. The teacher will provide students with the password to access the virtual classroom. We are asking that the password NOT be posted or shared. Tech Support During the time of the school closure, the TVSD Tech department will be offering tech support for students with district issued devices or account password resets.
- To access support, please go to our Tech Support page at <https://tvsd.sherpadesk.com>. Click the button for "Live Chat" to begin a tech support session. For after hours support, please click the link for "After hours support form". A technician will respond to you via email within 24-hours. Tech support is available between 9am-3pm Mon-Fri. If hardware support is necessary, appointments will be set up for Tuesdays and Thursdays

We are looking forward to transitioning to our online learning environment and appreciate your patience and understanding as we navigate through this new territory together. Please do not hesitate to contact your child's teacher, guidance counselor, and building principal via email if you have any questions or concerns.

Sincerely,

Chris Stango