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Hi Elementary Teachers,

First, I hope this email finds you and your family safe and healthy! I would like to thank you for all of your hard work, creativity, and flexibility over the past week. I am truly impressed with your efforts to do your very best for your students and families under such difficult circumstances.

We will now transition the delivery of K – 5 instruction and assessment with more specific expectations. We will begin to complete the school year online. We understand that many questions remain, and we will work through them as a team. Please take the time to read the points below. If you have any questions about the information provided, please do not hesitate to contact your principal or me.

With much gratitude,

Sara Missett, Director of Elementary Education

School Calendar: We will ***not*** utilize snow days for March 24 – 27 as originally planned. These will be professional learning days. [Please view the calendar here.](#) If we are out for longer we will use a 1 – 4 model (one day of planning followed by four days of instruction.) [Please click here for elementary professional development.](#)

The 3rd Trimester: We are in the last trimester of the school year. We understand your concerns about how much content to teach moving forward. Please focus on the most essential learning targets for the remainder of the school year.

Accountability and Grading:

- We are working on how to monitor attendance at the elementary level. More information will be forthcoming.
- We will not be grading at the elementary level. This will be communicated to parents. New instruction will begin on March 30. When possible, we'd like students to receive feedback on their work.
- Teachers should send one email per day to families with a simple checklist of instructional plans. A template will be provided to help with consistency in communication.

Daily Schedule: We will start to introduce new concepts to our students. Our goal is to provide a teacher-created video introducing the new math and ELA skills. We also want flexibility in the schedule to support you, as teachers with little ones at home, and the parents who are also trying to work from home.

- ***Classroom Teachers:*** By providing recorded videos and learning activities, parents can have the flexibility to engage the children during the day, afternoon, or evening - whatever suits their schedule and situation. (If you are conducting a Zoom call at a certain time, we will send instructions for you to record the Zoom call and post it so students can access it later since parents may not be available to help them at the time of the call.) ***All live sessions should be recorded so students can access them at a time that's possible for parents to assist them.***

- We will ask that classroom teachers provide approximately 60 minutes of math and 90 minutes of ELA. (This does *not* mean that you need a 60 minute video. This would be 60 minutes total of instruction and work.)
- *Special Education Teachers*: You will deliver your core instruction similar to the regular education teacher. More information will be coming to you directly.
- *Special Area Teacher*: Please collaborate with your colleagues across the district to provide a K-2 and 3-5 activity. Again, we ask that any videos be recorded; If they are offered live, they should also be offered as a recorded version so students/families can access that at a time that is workable for them. Students can access videos from *any* special area teacher across the district. Teachers can send a link to those videos. We understand that remote art/music/library/PE will look very different than in-person. More information will come directly to you from supervisors.
- *Specialists (RS, GRT, ELD)*: We ask that you prepare to support your small groups of students through their regular classroom work, as well as create differentiated work as needed to support students. More information will come directly to you from supervisors.

K-2 and Grades 3 – 5: We would like grades K-2 to use SeeSaw and Grade 3 – 5 to use Schoology; Email is always an option as well for any grade level.

Face to Face Opportunities: We encourage you to find ways to gain face-to-face contact with your students. Some of the tools you can utilize are: Zoom, Flip Grid, and Seesaw. We will provide professional learning opportunities to support you with these new applications. You can also set up a time to have a personal phone call with a student if that would be helpful. We also encourage you to consider times outside of the norm *if* they are convenient for you; Perhaps a 3 or 4 p.m. check in or even a 7 p.m. pre-bedtime check in. These can be short, and these can vary per day and by grade level. This might be a good time to do a read-aloud or to see how and what students are doing.

Teacher Check-In Time: You will need to communicate times when you are available to give your students immediate feedback. This can be in email or live video format (Zoom, Schoology, Skype).

Collaboration:

- Please use our email list-servs that are set up by grade level, district-wide to support each other, ask questions, etc. You'll be receiving an email from one of your grade level colleagues so you have everyone's address.
- If you are in a bind, you're welcome to share the development of videos among your grade-level school team members so you don't have to create multiple videos each day (e.g. you teach ELA but your grade level partner takes math)

Schoology Playgrounds: Playgrounds are designed as a way for teachers to collaborate and share resources for online learning across the elementary division, district-wide.

- On the playground, teachers can share resources, family communication, and teacher-created materials that promote student interaction and engagement in an online setting.
- Playgrounds are teacher-centered groups and all members are able to add to the materials (no admin badge necessary).
- [Click here to access more information about your Playground.](#)

Sample lesson plans: You'll be receiving a sample lesson plan for delivering *new* material.

Packets: We will not be providing supplementary packets the way we did the first week. Instead, this week we'll be getting iPads/internet to students and will compile a list of websites parents can go to for supplementary work.

Students who don't have access to printers: If you're able to minimize printed materials during this time, that would be helpful to *all* parents. But, there are times that you may really need each student to have some printed materials. We'd like each teacher to determine which students in their classroom do not have access to a printer at home. For those students, please send those essential materials to your principal each week and they will work with secretaries to get them printed and mailed to your students.

Students who don't have access to technology: We surveyed families and made contact with lower income families and ELL families to see who needs a device. We believe we have enough for every student and are distributing them on March 24 and 25. We're working on multiple solutions to provide internet access.