

## **K-8 Distance Learning Information:**

March 16, 2020

Dear K-8 Parents,

Over the last few days, our staff has worked diligently to prepare for a transition to online learning in our K-8 classes. We have many good ideas for instruction, student participation and communication that we believe will help us continue providing quality education opportunities for your child.

As you might imagine, there are many challenges associated with implementing a change like this in such a short amount of time, and online learning platforms cannot replace face to face learning. We expect there to be some amount of trial and error as we work toward the priorities of quality, clarity, connectedness, and communication in our instruction. We also realize each family's circumstances during this time are different, and some of your situations are challenging. Consequently, we welcome feedback as this new, and hopefully temporary, program rolls out.

Now, the details...

All grades will be instructed using Google Classroom. This is a widely used online learning platform that is already in use successfully with our upper grades, and is the most widely used learning platform for schools with grade K-12 students across the country. The primary reasons Google Classroom is so widely embraced by educators are as follows.

- Ease of use for both teacher and student on many different kinds of devices
- Compatibility with the google suite (which many families use already)
- Compatibility with other educational apps
- Interactive components allowing fluid communication between teacher and student
- Endless online storage

Each student will have a google apps for education account that comes with a school email address. This account and email are for educational use only and fully accessible and monitored by the school.

**Grades K-3:**

- Student accounts will be set up by Tuesday, March 17.
- Step by step instructions and login information will be sent out via email from your child's teacher to the parent email on file on Tuesday, March 17.
- **IT IS VERY IMPORTANT** that you be on the lookout for this email and follow the instructions to finish setting up your child's account and connecting it to google classroom.

- Regular online instruction will begin Wednesday, March 18, but teachers may reach out to you sooner with some things you can do before Wednesday.
- Once your child's account is set up, it would be helpful if parents took time to familiarize themselves with the platform, this typically would take about 30 minutes.

#### Grades 4-5:

- Student accounts are already set up and in use. In other words, your child should already know how to login to google classroom. Please take a few minutes before Wednesday, March 18 to sit with your child as he/she logs into google classroom.
- Mrs. Floeter has already begun communicating about her online class structure and expectations, but more will come soon.
- Although online instruction will officially begin Wednesday, March 18, feel free to reach out to Mrs. Floeter with any questions.

#### Grades 6-8:

- Student accounts are already set up and in use. Students have been using google classroom both at home and in the physical classroom all year and are very familiar with it. If you have not yet done so this year, please take a few minutes before Wednesday, March 18 to sit with your child as he/she logs into google classroom.
- Most Middle School teachers have already begun communicating about their online class structure and expectations, but all classes will be up and running by Wednesday, March 18. Students should begin work on the classes that are posted right away.
- Although online instruction will officially begin Wednesday, March 18, feel free to reach out to any of your child's subject matter teachers with any questions.

There are several ways to contact us for help or to provide feedback on these program changes.

- For questions/feedback about the content, expectations, assignments, etc. for your child's class, please email your child's teacher.
- For technology-related questions, including access, hardware/software requirements, login, etc., please email our Technology Coordinator, Becky Henzel at [office@citytree.org](mailto:office@citytree.org).
- For any other questions/feedback related to this program transition, school schedule, or if your family has challenges that we might help you overcome in this time, please email me, [sue.kennedy@citytree.org](mailto:sue.kennedy@citytree.org)

Lastly, while we intend to be working remotely, there may be occasions when staff are scheduled to be in the office, or can arrange to be in the office if you need to drop something off/pick something up. Please arrange this on a case by case basis by emailing me.

Thank you again for your prayerful support, and be safe!

Sincerely,

Sue Kennedy