

Parents: Most of these items were covered during Back to School Night. However, there have been many changes since that time. Please read this letter in its entirety and send us a message through Dojo to let us know that you read it. Please go over all of this information with your child. Also, ask any questions you can think of. We may not have the answers, but we will try to help as best we can.

Hybrid Learning/Remote Learning:

- Group A: Students should log into their Teams calendars by 8:30 AM every Wednesday, Thursday and Friday to find their schedule for the day. Group A students will be in the building on Mondays and Tuesdays.
- Group B: Students should log into their Teams calendars by 8:30 AM every Monday, Tuesday and Wednesday to find their schedule for the day. Group B students will be in the building on Thursdays and Fridays.
- Group D: Students should log into their Teams calendars by 8:30 AM every day to find their schedule for the day.
- WEDNESDAYS ARE HALF DAYS FOR ALL STUDENTS. WE WILL WORK REMOTELY. THEY SHOULD BE JOINING EACH CLASS USING THE MS TEAMS CALENDAR FEATURE BY 8:35 AM. WEDNESDAYS WILL BE DEVOTED TO MATH AND SCIENCE.
- You can find our class schedule on the School 23 website. Click on the teacher tab, click on your child's teacher's name, and click on schedule.

When Working From Home:

- Students need a quiet place to work.
- Even when your child is using headphones, all background noises on your end can be heard.
- Students should have their faces shown. They can use a different background, but teachers should be able to see their students.
- We appreciate all of your help as we navigate this new world especially when it comes to sending work back to their teacher, or finding assignments. However, students need to complete assignments on their own.
- Students must be responsible for all of their school materials: laptops, notebooks, workbooks, etc. Students who are participating in the hybrid model will be bringing those materials to school and back to home regularly. Students working 100% remotely will be expected to bring those materials to school, if and when that time comes.
- Students should come to on-line meetings prepared, just as they would be expected during live in-person learning.
 - Morning Work: Distance learning notebook, pencil
 - Reading: Benchmark workbook, reading notebook, and pencil
 - Math: Math module, math notebook, pencil, whiteboard, whiteboard marker
 - Science: Notebook, pencil, Mystery Science workbook
 - Children should always have a chapter book for independent reading time

Computers:

IT IS EXTREMELY IMPORTANT THAT, IF YOUR CHILD IS USING A PHONE OR TABLET, AND YOU HAVE NOT SIGNED UP TO RECEIVE A LAPTOP FROM THE DISTRICT, THAT YOU DO SO IMMEDIATELY. PHONES AND TABLETS WILL NOT ALLOW THE CHILDREN TO EXPERIENCE REMOTE AND HYBRID LEARNING TO THE BEST OF THEIR ABILITY.

Please make sure that whatever device you are using has the following apps: MS TEAMS, CLEVER, and SUMDOG.

Online Rules:

We understand that there have been many glitches over these past few weeks. It is still important to try to enter the meeting on time. It is not fair to your classmates who are in the class on time to have to hear their teacher constantly repeat herself. If you are having trouble entering a meeting, try shutting down your device for 10 seconds and trying again.

We are having some issues with students who are logged in, but do not have their face shown. When they are called on, some of them have not been answering. We do keep track of that, because if we cannot see your child, and your child does not answer us, we cannot assume that your child is actually in the meeting.

While we are live teaching the students that are in the building, the students who are learning from home must come into the meetings muted. If there are glitches that need troubleshooting, we recommend shutting down the device you are using, and then returning to the app. We are also asking parents to help with troubleshooting as much as possible. As teachers to ALL of our students we will do our best to help ALL of our students, but we may not be sitting in front of the computer as we have been doing for the past month.

ONLINE RULES

- Be on time.
- Turn on your camera.
- Turn off your microphone.
- Stay in one place and face the camera.
- No distractions (that includes televisions, pets, siblings, etc.).
- Always be respectful of your teachers and classmates.
- Click the raise your hand button when you want to speak.
- Listen and follow directions the FIRST time they are given.
- **STUDENTS ARE NOT PERMITTED TO USE THE CHAT FEATURE IN TEAMS TO COMMUNICATE WITH THEIR CLASSMATES OR SCHOOLMATES.**

MS Teams

- Students must send in their assignments through Teams. If you are having difficulty doing that, let us know. If you want to take a picture of your child's work and send it to us, it should still be through Teams.

- We have been very lenient up to this point when it comes to turning in assignments. Beginning October 5th, that will no longer be the case. Missing assignments will be factored into grades.
- Turning in assignments through MS Teams:
 - Log into Teams
 - Click on the Assignment tab on the left side of the screen
 - Click on the subject where the assignment is located
 - Click next
 - Click on the specific assignment
 - Click on the attached document
 - Complete the assignment—students should be able to type directly onto the document
 - Click the Close tab in the upper right hand corner (the work automatically saves)
 - Click Turn IN

Class Dojo vs. MS Teams

We are using Class Dojo but it is mostly for communication purposes only. We will use Class Dojo to let you know if the internet is down and to send messages. MS Teams will be used for meeting purposes. If you would like to set up a meeting to discuss your child's needs or progress, please let us know.

Passwords:

Passwords were included with your workbook packet. PLEASE keep these passwords in a SAFE place. You should already have passwords for Microsoft Teams, Clever, Sumdog, and Spelling City. You WILL be receiving passwords and user names for ReadTheory, and Xtra Math.

Multiplication:

Multiplication is a major component of the fourth grade math curriculum. Please work with your child to help them MEMORIZE their multiplication facts.

HYBRID RULES:

- All students entering the building must wear a mask at all times.
 - Parents must complete an attestation form each morning before their children arrive at school.
 - **No sharing of any items.** Students should bring in their own pencils, erasers, notebooks, etc.
 - Materials are your child's RESPONSIBILITY.
 - Materials should be brought back and forth with them each day they are in school.
- Please be sure your child brings the following items each day:
- Benchmark workbook (currently: Government in Action)
 - Reading notebook
 - Math notebook
 - Modules 1 and 2 (Learn) workbook

- Math Succeed workbook
- Modules 1 – 4 Fluency workbook
- Pencils/Erasers/Crayons

SCHEDULE:

Our weekly schedule is posted on the School 23 website. ALL CHILDREN WILL PARTICIPATE IN MATH EVERY DAY.

- Mondays and Tuesdays:
 - Group A will be in the classroom.
 - Group B will work on an ELA assignment independently.
 - Group B will join us for math via Teams.
 - Group D will join us for ELA and math via Teams.
 - Groups B and D will join us for a Community Meeting via Teams.
- Wednesdays:
 - ALL GROUPS WILL JOIN US VIA TEAMS.
- Thursdays and Fridays:
 - Group B will be in the classroom.
 - Groups A and D will work on an ELA assignment independently.
 - Groups A and D will join us for math via Teams.
 - Groups A and D will join us for a Community Meeting via Teams.