Email to Elementary Staff:

I am so grateful for your flexibility as we forge ahead into new territory and tackle challenges through remote learning. On Friday, you received information explaining teacher responsibilities and expectations for remote learning. Kindly review these documents. Updated versions have been emailed to you today.

Prior to leaving today, you may wish to have the following items with you as you work remotely from home:

- District laptop and charger
    - If you have not logged into your laptop to date, you MUST complete this task prior to leaving school. District issued laptops will not work at home unless the sign-in process has been completed in the district first.
- Materials needed as a reference for planning
    - Manuals and reference materials
- Username and passwords to all your frequently used tech tools
    - Think of logins for O365, Seesaw, Nearpod, Flipgrid, First in Math, ConnectED, Spelling City, Powerschool, Realtime, and other options you may use or reference.
- Ensure that you bring home personal items that you may need.

QUICK TIPS FOR REMOTE LEARNING

Planning and Communication

- Join Kathi Kersznowski's TEAM in O365. This is a great way for us to communicate. You are encouraged to also download the app; this may be easier for you to monitor posts.
- Review the recorded training which will be located with all PD recordings in the TEAM. These will all be posted to the General channel.
- Update your Teacher Page with pertinent information (special area teachers, world language teachers, etc.)
- Post plans in OnCourse for Tuesday and then begin adding daily.
- All parent emails must be sent no later than 9 a.m. (Use the BCC: field). You must use the template provided in the training.
- All students in grades 3, 4, and 5 should receive the same email (template).

Instruction

- Develop lessons using Seesaw/Flipgrid (PreK-2) and OneNote/Flipgid (3-5). Nearpod is also a great resource for full lessons.
- Staff are encouraged to provide feedback. Although we are not grading in PowerSchool until directed, feedback is essential. Staff can respond using Seesaw and OneNote. **We chose not to assign packets** knowing that we could provide feedback to support learning remotely. However, feel free to have students work in their math journals or spelling book (grades 3-5). Sample problems can be demonstrated on Seesaw, OneNote, or Flipgrid.

Important Information

- o Keep in mind, some students may need to complete the work after an adult has provided them with the directions in the evening.
- o Please do not require students to print materials from home. However, students may respond using electronic tools such as those available in Seesaw or OneNote.
- o It is IMPERTATIVE that teachers do not live stream or video chat with students.
- o Do not expect any emailed assignments to be returned in paper form.
- o Please be available to check email throughout the day and make the necessary plans for the next day as the school closure status continues.

Administrators and Technology Integration Specialists will be available via email and/or phone to support you. I also encourage all of you to collaborate with your grade level teams, department counterparts, and colleagues. Thank you for your support, cooperation, patience, and flexibility. These are truly challenging times, but we are confident that our amazing staff can make this work!