



December 8, 2020

## “Just in Case” Remote Learning Parent Update

Dear Parents of K-8 Students,

I am writing to share important details about what to expect should your child have to shift to remote learning, or in the event that we must close our schools due to rising COVID rates. With lessons learned from the Spring, and time to prepare ourselves and our students this school year, we are ready to transition small groups, or to pivot entirely to remote learning if required to do so.

You have likely seen evidence of our preparation. We’ve recently updated our [Continuity of Learning Plan](#). Our faculty and students have practiced using important technology, established classroom schedules, established routines, and organized instructional materials so they can seamlessly transition to remote learning, should it be necessary. We have confidence in our plan as we’ve successfully transitioned several cohorts of students and faculty at every level, to remote learning and back to in-person learning due to potential exposure.

Should remote learning commence, all students will continue to follow their instructional schedule. For our elementary students (K-4), the classroom schedule will be posted in Google Classroom. We will use technology platforms that are familiar to students. Elementary students have been issued a district iPad and all MS students have a district Surface Go. If you are experiencing trouble connecting, logging-in or accessing a required program, please fill out this ["Online Learning Form."](#) “Break and fix” tech support, such as a cracked screen, or a headphone jack that does not work, should be reported by filling out this ["Physical Damage Form."](#)

Should we go remote, our elementary students will follow their daily schedule and should be prepared to sign onto Zoom to start their morning routine at 9:15. At 9:30, Morning Meeting will begin. For our K-1 students, most instructional blocks will be 30 minutes long with frequent movement and snack breaks. For our 2-4 students, instructional blocks will typically be 45 minutes long. Lessons will consist of whole-group, small group, conferencing, and/or independent practice. Specials and physical education will be synchronous and will also follow the established in-person learning rotation. The elementary day will wrap up with a flexible block from 3:00-3:30 which has been reserved for enrichment, extra help, and/or a closing

circle. Following this letter we have included instructional guidelines as well as a sample schedule for both K-1 as well as grades 2-4.

Our middle school students will follow their current schedule, “Zooming in” to Advisory at 8:00am to start the day followed by their scheduled classes. If we transition to remote learning, Wednesdays will continue to be half-days for students. A sample middle school schedule can also be found below.

We are extremely proud to have our schools open to our students and staff and we will continue to do what we can to keep them safely open.

Rest assured that we have made our preparation for this potential transition to remote learning a top priority. We will provide additional information and resources for parents as this pandemic continues to unfold.

Thank you for your continued support of our students and school district.

Sincerely,

A handwritten signature in blue ink, appearing to read 'AS Pease', written in a cursive style.

Adam S. Pease EdD  
Assistant Superintendent for Curriculum & Instruction

# Kindergarten/First Grade Remote Instructional Program

- 25-minutes Phonics 3x/Cycle
- 25-minutes Handwriting 2x/Cycle
- 15-minutes Read Aloud/Shared Reading 6x/Cycle
- 35-minutes Math 6x/Cycle
- 40-minutes Reading Workshop 6x/Cycle
- 30-minutes Writing Workshop 4x/Cycle
- 30-minutes Science 2x/Cycle
- 30-minutes Social Studies 2x/Cycle
- 30-minutes Special (gym, art, library, music)

## Sample K-1 Schedule

8:30-9:30	Faculty	Faculty Planning, curriculum coordination, PD, Meetings	Model
9:15-9:30	Morning Routine	Students signing on & getting ready	Zoom - Cohort Support Teacher
9:30-9:50	Morning Meeting	Check in, Agenda for Day, RULER, etc.	Zoom - Whole Group
9:50-10:05	Break	Brain-break, Snack	(Off screen)
10:05-10:45	Reading	Reading Workshop	Zoom, Small Group, Conferencing, Reading
10:45-11:00	Break	Brain-break	(Off Screen)
11:00-11:30	Writing	Writing Workshop	Zoom, Small group, Conferencing, Writing
11:30-12:30	Lunch	Lunch / Recess	(Off Screen)
12:30-12:45	Reading	Read Aloud	Zoom
12:45-1:20	Math	Math in Focus	Zoom, Small Group, Conferencing, Pract.
1:20-1:30	Break	Brain-break, Snack	(Off Screen)
1:30-1:55	Phonics	Phonics / Handwriting	Zoom, Small Group, Conferencing, Ind. Writing
2:00-2:30	Special	Art, Music, Library, PE	Zoom, Small Group Projects
2:30-3:00	Science / SS	Science 21 / S.S.	Whole group, small group, projects,
3:00-3:30	Afternoon Meeting ISG / Flex	Extra help, Enrichment	Zoom - Individual or small group

## Grade 2-4

# Remote Instructional Program

- 45-minutes Math 6x/Cycle
- 45-minutes Reading Workshop 6x/Cycle
- 45-minutes Writing Workshop 4X/Cycle
- 30-minutes Phonics (3x/cycle -Grade 2) / Word Work (2x/Cycle -Grades 3-4)
- 30-minutes Science 2x/Cycle
- 30-minutes Social Studies 2x/Cycle
- 30-minutes Special (gym, art, library, music)

## Sample 2-4 Schedule

8:30-9:30	Faculty	Faculty Planning, curriculum coordination, PD, Meetings	
9:15-9:30	Morning Routine	Students signing on & getting ready	Zoom - Cohort Support Teacher
9:30-9:45	Morning Meeting	Check in, Agenda for Day, RULER, etc.	Zoom - Whole Group
9:45-10:15	Phonics & Word Work	Spelling, Grammar, Vocabulary	Zoom - Whole Group
10:15-10:30	Break	Brain-break, Snack	Break
10:30-11:15	Reading	Reader's Workshop	Zoom, Small Group, Conferencing, Independent Reading, Book Clubs
11:15-12:15	Lunch & Recess	Lunch & Prep for Classroom Teacher	Break
12:15-1:00	Math	Math in Focus	Zoom, Small Group, Conferencing, Independent Practice
1:00-1:30	Special	Art, Music, Library, PE	Zoom - Small Group Projects
1:30-1:45	Break	Brain-break, Snack	Break
1:45-2:30	Writing	Writers Workshop	Zoom, Small Group, Conferencing, Ind. Writing
2:30-3:00	Science/SS	Science 21	Zoom, Small Group Projects
3:00-3:20	ISG / Flex	ISG, Extra help, Enrichment	Zoom, Small Group, Conferencing, Ind. Pract.
3:20-3:30	Closing Circle	End of Day Reflections	Zoom - Whole Group

# MS - Grades 5-8

## Remote Instructional Program

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DAILY SCHEDULE (MON, TUES, THURS, FRI.)	
<b>AM Advisory</b>	8:00 - 8:20 (20 min)
<b>1</b>	8:26 - 9:08
<b>2</b>	9:16 - 9:58
<b>3</b>	10:04 - 10:46
<b>4</b>	10:52 - 11:34
<b>5</b>	11:40 - 12:22
<b>6</b>	12:28 - 1:10
<b>7</b>	1:16 - 1:58
<b>PM Flex</b>	2:04 - 2:30 pm (26)

WEDNESDAY REMOTE SCHEDULE
8:00 - 8:08 am Announcements
Period 1 8:08-8:48
Period 2 8:52-9:32
Period 3 9:36-10:16
Period 4 10:20-11:00