



Spotswood Public Schools

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March 15, 2020

Dear Parents,

As previously indicated, our staff will meet on Monday, March 16, 2020, to finalize our preparation of what a “Distance Learning Day” will look like for our students.

While much communication will be shared between students and their teachers moving forward, I wanted to give you a general overview of what a Distance Learning Day will look like.

- In Kindergarten through 12th Grade, our primary means of communication and instruction with our students will be through Google Classroom.
- For our Preschool students, instruction will begin through work packets. During the week, Mrs. Asprocolas and our Preschool Team will work with parents to assess the possibility of also using Google Classroom for instruction. Packet distribution will be coordinated and communicated by Mrs. Asprocolas in a future communication.
- By 3:00 p.m. tomorrow (Monday), our students can expect an invitation to join a Google Classroom for each of their teachers/classes if they have not already.
- Tomorrow, in each Google Classroom, students will see a “first Google Classroom posting” similar to the one linked [HERE](#). This will be posted to ensure that the daily expectation of each Google Classroom is communicated to students.
- Student attendance will be taken every day in each Google Classroom starting tomorrow. A simple daily student attendance procedure will be in place to mark your child present for the day. If your child does not check-in, they will not be given credit for the day/class. Students will have the entire day (24 hours) to check-in to all Google Classrooms each day.
- Tomorrow, “student interactions” will be posted for students on Google Classroom. Google Classroom offers many different opportunities for teachers to interact with students, including posting resources, creating assignments, and facilitating dialogue, to name a few. Teachers will foster a variety of “student interactions” to best provide

learning, instruction, and assessment experiences for our students. Click the links below to review general student interaction expectations by building:

- [High School Distance Learning Day General Interaction Expectation](#)
 - [Memorial Distance Learning Day General Interaction Expectation](#)
 - [Appleby Distance Learning Day General Interaction Expectation](#)
 - [Schoenly \(K-1\) Distance Learning Day General Interaction Expectation](#)
 - [Schoenly \(Pre-K\) Distance Learning Day General Interaction Expectation](#)
- Each day (except tomorrow), teachers will have their “student attendance procedure” and all daily “student interactions” posted by 10:00 a.m.
 - Students will need to check into their “student attendance procedure” in each Google Classroom that they are connected to during the day (12:00 a.m.-12:00p.m.).
 - Timelines for all “student interactions” will be posted by the teacher with each interaction.
 - Tomorrow, and only tomorrow, teachers will have their “student attendance procedure” and all daily “student interactions” posted by 3:00 p.m. after we finish our staff collaboration day. This will also allow us to assess our capacity for the rest of the week.

During this process, we are here to support our students and families.

- Please contact your child’s building principal if you do not have connectivity at home or a device to connect to Google Classroom.
- Should you need a hard copy of any student work, please contact your child’s building principal.
- If your child is struggling or needs to speak with a counselor, please contact your child’s building principal.
- Please communicate any knowledge of presumptive or confirmed COVID-19 cases with your Building Nurse.

By tomorrow, our Building Principals will share a plan that will allow your child access to materials that they may need that were left at school. Please be alert for that communication.

Should you need further assistance or support, do not hesitate to email or call my office at your convenience.

Stay safe and healthy.

Graham Peabody
Superintendent
Spotswood Public Schools