



8 August 2020

Dear students and families:

I want to share with you our virtual learning plans for the 2020-21 school year. We appreciated greatly your flexibility last spring and want to alleviate much of the stress and anxiety we all experienced in making what felt like an overnight shift to online learning.

**From the School:**

As principal, I will post a message to our website every Sunday before 7:00 pm. In the message I will share critical updates and plans for the week ahead as well as a few highlights from the week prior. I will also record the message and distribute via our all-call system. So, if you prefer to read online, you can ignore my Sunday evening call.

Should you need to reach me directly at any point, please call the school or [email my assistant](#). He will be sure I get your message, and I promise to reply within 48 hours.

**From the Classroom:**

Our teachers will post all assignments using Virtual Classroom, a free application that can be accessed by any computer, phone, or tablet.

- Language arts and science teachers will post assignments on Mondays and Wednesdays before 8:00 am.
- Math and social studies teachers will post assignments on Tuesdays and Thursdays before 8:00 am.
- Elective teachers will post via the language arts and science schedule.
- Counselors and advisors, paying attention to student well-being, will post via the math and social studies schedule.

Along with each assignment, teachers will share their office hours for the week (between 8:00 am and 4:00 pm Monday - Friday) and links for appointment scheduling. Please take advantage of the chance for 1:1 or small group support! Should you or your student need time outside of the 8:00 am – 4:00 pm window, please call the school and an administrator will arrange an appointment for you with the teacher(s). They can be available during non-traditional times, but we want to take into account their personal family needs as well.

If you have other questions, teacher email addresses and school phone numbers are posted on our website. Calls to those numbers will be forwarded directly to each the teacher's phone.

**Fridays:**

Fridays are skill practice and recovery days. Each core discipline has identified an online application for skill practice. Links will be provided with the assignment postings. Students are to log in and spend 25 minutes developing skills tailored by the teacher to each student's level of achievement.



Remaining academic time on Friday can be used by students who need more time to complete an assignment or had interruptions arise during the week. We believe this built-in recovery time is the modern-day study hall and will keep students on pace throughout the virtual learning experience.

The school commits to the virtual learning design presented in this letter up to the winter holiday. Should adjustments need to be made, they will occur beginning in January of 2021 and be communicated similarly.

Attached to this post are links to videos explaining how to download, install, and get started with Virtual Classroom. If you have any questions or need a personal tutorial, click the link [provided here](#) to schedule an appointment with one of our technology specialists or call the school and they will reach back out to you to help. Once quarantine lifts, I will communicate to you in my Sunday message the in-person training options we will offer at the school.

We look forward to seeing your student in August – online or in person. We will be ready!

Sincerely,

*Principal Jones*

Principal Jones  
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