

Hello SLS!

I hope that everyone is well during these changing times. I want to reassure you that we at St. Louis are doing everything we can to keep your child's educational experience as similar to a school day as we are able, to give them some routine, some calm, and the rigorous academic experience they have grown used to at our school.

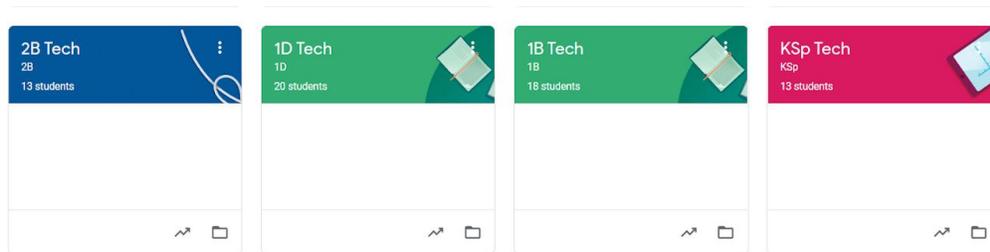
Distance Learning Delivery

Our teachers will be delivering their school day lessons through Google Classroom. We have chosen this medium because every child in the school K-5 has worked on it, and grades 2-5 work with it often. Our teachers are trained on it and, as such, the transition will go more smoothly.

Google Classroom

To log in to Google Classroom, open a Google browser (it does not work very well in Internet Explorer). Type in classroom.google.com - this will bring you to a login page. Many students already know their password, but that information is in your login packet included with this letter.

When your child logs in to Google Classroom with their credentials, they will be brought to a screen that has all of their classes represented with small, titled boxes.



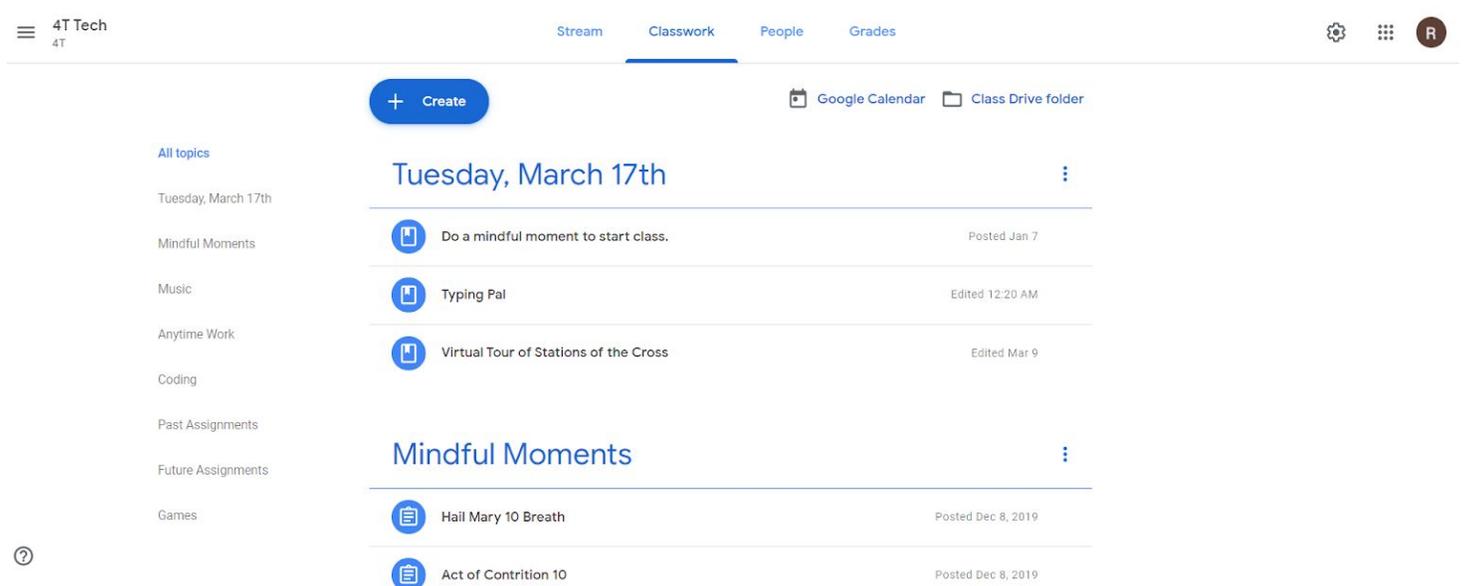
If your child is in Ms Boyle's class, the titles might read Second Grade Tech, Second Grade STEM, Mrs. Boyle's Classroom, Second Grade PE, Second Grade Art, etc.

Your child will be following their daily schedule as if they were in school. If they have PE on Monday, they will go into their PE Google Classroom on Monday for their assignment. Their Specials schedule is posted on each teacher's website.

All teachers will be online in their Google Classrooms from 9 AM - 11 AM and from 1 PM - 3 PM every school day. Additionally, Mrs. Hutchins will be in her Office Hours Classroom from 7 PM - 8 PM each weekday evening.

Inside those classrooms, you will first see a page where students can ask questions of their teacher or of other students. Every K-5 student in the school has gone through a three-part training on how to responsibly post in their classrooms. Please help us monitor their posts so there are not silly comments that make it difficult to find the genuine questions.

At the top of the screen you will see a link that says “Classwork”. Click on this heading. Here you will see the lessons for the day. Here is an example of what it looks like in a Tech Classroom.



Your child will click on each assignment, read the directions, and complete the task asked of them. Assignments are turned in using a button inside the assignment. If the assignment is a quiz, the button might look like this:

A screenshot of a quiz submission interface. It shows three radio button options for a question. The options are: 'Don't fill in any info but his email address and see if that works.', 'Enter his information. He could win.', and 'He should ask his parents, guardian or teacher if they think it's okay.' A purple 'Submit' button is at the bottom.

If the assignment is a Google doc, or sheet, or slide, the button may be a large blue button that looks like this:

A screenshot of a Google Classroom assignment page. The assignment is titled "Digital Footprint" and is worth 100 points. It was assigned by Rachel Hutchins on October 14, 2019, and last edited on October 28, 2019. The instructions read: "Make a Google slide of your digital footprint. Include pictures of all the places where you leave information about yourself -- they could be actual places or virtual places." Below the instructions is a "Class comments" section with a text input field and a submit button. On the right side, there is a "Your work" section labeled "Assigned" which shows a file named "Riley Hutchins - Di..." from Google Docs. Below this is a "+ Add or create" button and a "Turn In" button. At the bottom right, there is a "Private comments" section with a text input field and a submit button.

Some assignments don't need to be turned in. Instead, they are automatically tracked. For example, any assignment in i-Ready, Education.com or Typing Pal is automatically logged when you finish each lesson.

Regardless of the assignment, your teacher will have listed instructions in the assignment to tell you how they would like to receive the work.

Office Hours

Each teacher will be in their Google Classroom from 9 AM - 11 AM and from 1 PM to 3 PM.

This does not mean that your child has to be present during those times. We realize that your child might be in childcare during the day and will be doing their work at night. We also realize you may have four children and only two devices for them to work on, and they may need to share. By not requiring you to be in the classrooms at the time the classes take place, we hope to give you some breathing room as you manage your daily lives.

We do expect that your child will be completing assignments daily. This serves as attendance to school. Make sure that your child logs in to Google Classroom each day.

During Office Hours, teachers will be available via email or in the chat stream of the Google Classroom. If your child is having trouble accessing the Classroom or any of the materials, send an email to the teacher and they will email you back to help your student access the classroom. You can absolutely email them outside of office hours, and they will respond in the same timely manner as they do when you email them in the evening on a regular school day.

Caution: If you post a question on the chat stream, every student in that classroom can see your comment. Please do not post personal questions here. Email instead.

Login Credentials

On the following pages you will find the login credentials for various websites your child may be using to do assignments. Please keep these in a safe place. Each page contains directions which explain how your child can access the websites. Your teacher also has a copy of these credentials. If they are lost or left behind, please email your teacher for help.

Supplies

In delivering our lessons via distance learning, we are not calling it online instruction for a reason. We hope to give your children the same rich variety of activities they currently enjoy in the classroom. STEM activities, science experiments, art projects, classroom projects and posters, these are all activities that may be included in your child's classwork. Your child may be asked to take a picture of a finished project, or make a video of a presentation. Rest assured that whatever the request is, we will provide supplies should they not be readily available in your household. We are taking the social distancing mandate to heart and will not require you to run to any store to get supplies.

Parent Support

I have created a Google Classroom for parents where you can post questions into the chat stream and have other parents help with answers. It also has tutorials on each of the different systems that your child may be asked to use. To join the parent portal, go to classroom.google.com

You will see a login screen. If you already have a login id, it should appear here. Otherwise, click on "use another account" and "create account". You can create a gmail address that will give you access to Google Classroom. Once in Google Classroom, select the + button in the upper right hand corner of the screen. Enter the class code [rhdgggg](#) Please note -- there are Gs and Qs in the code, all lower case. This will allow you to join the Tutorials for Parents Classroom.

If this is not working, please email me your google account username and I will be able to invite you to the classroom to make it easier.

I will be in the parent support portal (Tutorials for Parents) every evening from 7 - 8 PM if you need help. Please feel free to email me or come into the chat stream for help.

I hope this packet finds you well, and after reading it, perhaps a little reassured as to what the next few weeks hold for your child. Please reach out to me or to your classroom teacher with questions. We are here for you and your children.

I'll see you Google Classroom!
Rachel Hutchins

