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CHARTER SCHOOL
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April 3, 2020

Dear Charter School Families:

We hope that this letter finds you healthy and safe. On Monday, April 6th, we will begin a slow roll out of our remote learning opportunities. The Massachusetts Department of Education recommends students to be engaged in meaningful and productive learning through a combination of remote learning and self-directed learning for approximately half the length of a school day. Specific requirements for High School students are located at the bottom of this letter.

As a school, our Remote Learning Plan is designed:

- To promote *RELEVANCE*: Are we creating meaningful learning opportunities?
- To maintain *RELATIONSHIPS*: Are we encouraging social bonds between teachers and students?
- To provide *RELIEF*: Are we supporting our Charter School community (students, teachers and families) in this time of uncertainty and stress?

Monday, April 6, will be used to ensure that the technology is working and that everyone is able to connect. Teachers in each grade level will reach out to inform the students and families on the schedule for the week. Teachers will be using a message board called NOTE BOARD which will allow families an easy way to follow the learning schedule for their child/children.

Remote Learning

Zoom and Google will be the primary means of communication moving forward. Please read below to gain more information about these specific platforms.

USING ZOOM

Zoom is an app that allows for conference calls and group video chats. Since the COVID-19 closure, our school has been using Zoom to connect students with their teachers and classmates in a structured environment. Meetings are hosted and moderated by teachers, who have the ability to mute participants so that conversations can run smoothly. Teachers will provide links via email or Google Classroom and students will need to click on the link to join a Zoom meeting.

The safety of our students is our primary concern. We have adopted safety measures based on recommendations from the F.B.I. on how to make the Zoom experience secure by adding a specific password and by allowing teachers to admit students one by one into the session.

STUDENTS DO NOT NEED TO CREATE A ZOOM ACCOUNT. The only requirement is to download the free Zoom app to whatever device they are using. Zoom works on most devices: smart phones, tablets, computers, laptops, Chromebooks.

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You will be prompted to load the app when you click on the meeting invite link. It is a good idea to test it out a few minutes before using it for the first time. With so many schools using Zoom right now, you can easily find helpful tutorials online. If you need help, feel free to get in touch with the teacher via email. Remember that there is no need to create a Zoom account, you just need to add the app. Some helpful links:

Joining a Zoom Meeting

<https://support.zoom.us/hc/en-us/articles/201362193-Joininga-Meeting>

The University of Otago Covers Just About Every Option for Joining a Zoom

<https://blogs.otago.ac.nz/zoom/how-to-join-a-zoom-meeting-step-by-step/>

Changing the language setting in Zoom

<https://support.zoom.us/hc/en-us/articles/209982306-Change-your-language-on-Zoom>

USING GOOGLE CLASSROOM

Google Classroom is a way for teachers to provide learning assignments for students. If you are interested in how Google Classroom works, please click on the link below.

[Google Classroom for Parents](#)

USING NOTE BOARD

Teachers at each grade level have posted meeting times and expectations on Note Board. I would encourage you to keep this tab open on your computer so it is easy to find each morning.

Physical Education

We recommend that Charter families promote physical activity in the afternoons. Tim will be sending out a list of suggested Physical Education activities.

Student Services

We want you to know that students receiving special education and English language learner services will be receiving services as we roll out the next phase of remote learning. Special educators, guidance counselors, and/or the ELL coordinator will be reaching out to families during the week of April 6th to explain how these services will be provided during the remote learning period.

As with all remote learning, support services will look different. We will continue to offer meaningful learning opportunities and ongoing connections with teachers and service providers, as this is vitally important especially for students with disabilities.

Some of the ways we will be accomplishing this during remote learning include:

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- Special education teachers, related service providers, guidance counselors, and the English Language Learners Coordinator will offer office hours for students and parents. They will be connecting with you to schedule times to check-in with your child each week. Parents can also email staff and request a time to connect during these hours and the staff will schedule that with you.
- Student Support staff will be joining the general education Zoom/Google Classroom or Meet classes.
- Special education teachers and related services providers will continue to collaborate with general education teachers during this time to provide modifications to lessons/activities as well as to ensure necessary accommodations.
- We will continue to provide families with resources and materials.

We recognize that this is a challenging time for our community. Our goal is that our Remote Learning Plan provides students with an opportunity to engage in meaningful learning. Our teachers have been hard at work developing these thoughtful lessons. We know that face to face interaction will never be replaced by a computer, but we hope that together we can promote the relationships that make the Charter School such a remarkable place to learn.

We look forward to working with you in the coming weeks. Stay healthy!

Sincerely,



Pete Steedman, Ed. D.
Director

High School Credit vs. No Credit

Our expectation is that the high school student will attend classes and will submit required assignments. We also expect that the high school student will participate in the virtual classes.

If there is a conflict, students are required to reach out to the teacher and their Advisor to explain the situation and to work out an alternative arrangement for that specific class meeting/assignment.

If we see that a student is not meeting these expectations, the school will be in touch with the student and the family.

Everyone's goal is for all High School students to receive credit for the semester.