

\Dear Middle School Parents/Guardians:

We hope this letter finds you and your family well. As we navigate through an unprecedented series of events, we are excited to continue our students' educational experience through engagement in a *dynamic, college-preparatory digital learning* experience.

Our scholars will use **Google Classroom, a digital learning platform**, to complete assignments while participating in learning sessions (live and pre-recorded). **Please note that enrollment in Google Classroom is MANDATORY and not optional.** Google Classroom is accessible from any device with internet access. Your son or daughter will be assigned a school email account with a username and password upon enrollment. **Google Classroom** is accessible via the *G Suite for Education* account your child will be assigned. Information regarding your child's enrollment access code for Google Classroom is attached.

G Suite for Education includes access to a student email account as well as other platforms. The primary access site for **Google Classroom** can be found [here](#). More information about the platform can be found [here](#). Students are expected to complete assignments by the required due dates. As part of attendance expectations, *students must sign-into Google Classroom daily by 8:15 a.m.* by answering a question of the day on the site. On **Monday, March 30th at 8:15 a.m.**, students will participate in a ***Welcome Back and Google Classroom Introduction Chat*** with the middle school teachers via the app Zoom. In order to participate, families (students) must download the Zoom app found [here](#) prior to March 30th. Please find attached a Zoom instruction sheet for parents and/or students as well as the access code for the Zoom meeting on March 30th. Please note that a new Zoom meeting code will be provided for each Zoom learning session by each teacher.

Below we have included the Google Classroom Codes for all of Middle School Classes

Teacher Name	Subject	Class Code
Mr. Respers	6th Grade Math	2f55yq2
Mr. Respers	7th Grade Math	stgwilc
Mr. Respers	8th Grade Math	otf3akq
Mrs. Foersch-Connolly	6th Grade Social Studies	zn3zso4
Mrs. Foersch-Connolly	7th Grade Social Studies	tihmdao
Mrs. Foersch-Connolly	8th Grade Social Studies	eoai3cb
Ms. Ross	6th Grade ELA	eytexzw
Ms. Ross	7th Grade ELA	3d6rgcu
Ms. Ross	8th Grade ELA	u5z5lzo
Mrs. Respers	Science Lab	ubqk54c

Mr. Monzon	Spanish	c7ddiqq
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Middle School Google Classroom Structure (subject to change)

- Students sign-in at **8:15 a.m.** by answering the “Question of the Day.”
- Students are expected to attend **ALL** scheduled **video and/or audio learning sessions (Ex. Zoom learning session)**.
- Students will receive a **variety of assignments** and **participate in video/audio-based learning** at an independent learning pace.
- Students are **expected to access Google Classroom daily by 8:15 a.m. for a brief Zoom mini-instructional chat and/or extended lesson session with their homeroom teacher.** Any extenuating circumstances should be emailed to the teacher prior to or immediately after the date of absence.
- Students **MUST complete 20 minutes of IXL each day** in reading, math, science, social studies, and spanish. (i.e., Monday-20 minutes of reading, Tuesday-20 minutes of math, Wednesday-20 minutes of science, etc.) Students can choose their preferred order of completion.
- Teachers will use **Google Classroom and Zoom (or Google Meet if available)**, but they may also use other sites/apps to enhance each students’ learning experience.
- Students can request **small group and/or one-on-one tutoring** during the school day (8:15 a.m.-3:00 pm.) except between 12:00 and 12:30 p.m. (lunch time) Availability will depend upon the teacher’s schedule for the day. ***Teachers will share their general schedules in the next few days.***
- **Ms. Brown**, our paraprofessional, will also be available for **small group and/or one-on-one** tutoring and will sometimes join our live learning sessions. Teachers may refer students to Ms. Brown for additional assistance via Zoom or another platform within Google Classroom, such as Google Meet (if available).
- Students should **monitor** their **assignment schedules** and carefully **adhere** to assignment deadlines. **Some assignments will be completed during live learning sessions.**
- Families will have access to students’ assignment information as well as grades that may be transferred to Rediker.

Middle School Google Classroom Norms

In order to ensure that students have an optimal digital learning experience, we have created some ***Google Classroom, Meet, and Zoom norms*** that we expect **all** students to follow:

- 1) Expectation #1: Be Appropriate**
 - a) Use school appropriate and scholarly language in all platforms.
 - b) Act and speak as if you were talking to your teacher at school.
- 2) Expectation #2: Be Respectful**
 - a) Respect your classmates and teachers.
 - b) Think before you speak, act, email, or post.

3) Expectation #3: Be Patient

- a) Wait your turn to ask questions or participate.
- b) Use the chat feature to post your question or response.

4) Helpful Tips

- a) Use the microphone button to mute and unmute yourself. *Teachers may mute and unmute students at the teacher's discretion for the purposes of the lesson.*
- b) Use the chat feature.
- c) Leave the chat once you are finished.
- d) If you get kicked out, just restart and type in the code.

*******Failure to adhere to these expectations may result in a disciplinary referral.*******

As a parent, you can log in and see what assignments have been sent to your child, whether your child has completed them, and how he or she did. You may also see reminders for the students of upcoming events/projects.

As **Google Classroom** is a new endeavor for our school community, we anticipate there will be somewhat of a learning curve, but we are confident that it will meet our students' instructional needs. **If your family DOES NOT have access to technology, please contact the school at 202-667-2608 as distance learning packets will be available for you on the school's website or to pick up on March 27th, 2020. We may also be able to provide you with a tablet to use during the distance learning period. Tablets can be picked up on a first-come, first-served basis at 1419 from Ms. Bea Judon for students who do not have ANY access to technology. Please understand that there are a LIMITED amount of tablets and they must be returned at the conclusion of the distance learning experience. Any student who receives a tablet will be expected to participate in the Google Classroom experience.** If your family does not have access to the internet, please consider reaching out to Comcast which is offering two months of free service to new customers. Information is available at <https://www.internetessentials.com> If you have any questions, please don't hesitate to ask.

Best,

Mr. P. Respers, Math Teacher/Middle School Cluster Leader/Dean of Discipline

Ms. N. Foersch-Connolly, Social Studies Teacher

Ms. K. Ross, English/Language Arts Teacher