

August 10, 2020

Dear Teachers and Instructional Staff:

As the 2020-2021 Virtual School year starts, the Student Services Department thought it may be beneficial to share some tips and ideas of ways to help your students to ensure they get off to a good start and are successful virtually. The document is divided into sections with questions under each section to help you determine if you may need the help of a nurse, counselor, home school communicator or social worker to help a student be successful during the time we are all virtual.

Please feel free to reach out to any of the staff listed above, your principal or a member of your leadership team with any questions about any of the items below.

Encourage families to identify a space for "virtual school"

- Is this space free of distractions?
 - Does the student need headphones or earphones to stay focused?
 - Would it help if the student were to be facing away from windows and doors?
 - Might it help if parents separate their children to different areas during instructional time?
 - Are there other activities or media happening in the space that would make it hard for my students to focus on instruction? (ex. TV, video game systems, pets)
 - Are there any suggestions that you can make to assist parents with making the space as ideal for learning as it can be?
- Is the area well lit?
 - Do they need to move to an area with more light?
 - Do they need a lamp?
- Can you see your students clearly when they are online?

- Has my student been on the same assignment for a large amount of time and may be struggling with completion or understanding?
- If a family has more than one child, would it help if they each had their own special space?
- Is the area the parent chose specifically used and designated for instructional time (same spot and same time?).

Instructional Schedule and Supplies

- Do families understand our instruction schedule?
 - Do families have a clear understanding of what you both expect in and out of the instructional day including how you get help? This will cause less frustration with learning something new and starting back to school.
- Does the family have all the materials that the child will need?
 - Do they have the curriculum supply list or do we need to provide a resource or supplies for them?
 - Talk to your students about taking care of their school supplies. Suggest having a box to keep their materials all together for easy access to all instructional activities.
- Do my students need more breaks?
 - As school restarts, observe your students for signs of stress or frustration. Learning virtually takes some time to adjust to. Each child shows these signs differently.
 - Talk to your students about determining a code word or action that they can do to let you know that they are feeling stressed or anxious. Using this signal will allow your students to own how he/she is feeling and let you know ways that you can assist before the feeling is overwhelming.
 - Set a timer to add movement to the day. Feel free to add more movement to activities during the day. Movement helps a child's brain to download and take in new information. They were designed to use this energy - let them.
- What if my student appears ill during instruction? Students who have medical issues may show signs of distress.
 - Your school nurse will work with you to be aware of those students with known medical conditions that may impact or could be emergent.

- Communicate with the parent to have a direct line to contact them immediately if you see emergent or urgent signs of illness.
- Communicate with your school nurse after the situation occurs so that together you can process the situation, she can contact the parent for further information and additional supports can be accessed if needed for your classroom from a social emotional standpoint (ex. Your student has a seizure during a classroom lesson that's observed by the other students online.)
- What do I do if I cannot reach a parent regarding a child not attending school (logging in) consistently?
 - Please let your principal know and she/he can connect with a counselor, nurse, social worker or home school communicator to address this concern.
- What do I do if I cannot reach a parent regarding a student's behavior?
 - Please let your principal know and she/he can connect with a counselor, nurse, social worker or home school communicator to address this concern.
- What do I do if I cannot reach a parent regarding a child struggling with academics?
 - Please let your principal know and she/he can connect with a counselor, nurse, social worker or home school communicator to address this concern.