

To: Outlaw Students and Parents
From: Joe Hosang
RE: Starting Distance Learning
Date: Thursday, April 9, 2020

As a school, we pride ourselves in caring for one another and our community. During these unprecedented times, our primary thoughts are on the health and wellness of our community, specifically our students, parents and staff.

First to our **graduates**, we will send a different email specifically to you explaining grades, credits and other expectations, processes and ideas. For now, keep thinking about some cool ideas to celebrate your graduation and final semester. We have a small team that is collecting ideas and gathering support. If you have anything to offer, please contact Mel Petterson, Lynne Fendall or Jillian Frankl. We are overwhelmed with gratitude by the community support and the ideas folks are sending to us. We will collect this supportive information over the next week or so and then create a plan. A couple of things that are happening this week specifically for our graduates:

1. If you purchased graduation announcements you can pick them up on Friday, please follow the schedule below.
2. Friday at 20:20 (military time for 8:20 pm) for 20 minutes we will turn our lights on at Reed Stadium. Please know we will find ways to honor you and we still want to keep you connected as much as we can.

To our **Freshman, Sophomores and Juniors**, these are uncharted waters for all of us involved, and we will navigate them together. As a school, our goal is to provide ongoing learning opportunities for a home environment, fully understanding and recognizing that for some of our families, school is not a priority at this time.

With this understanding, we are providing our families with a first layer of information to get us started on Monday. We will send additional information next week. Right now, the goal is to get us back to “school.” Before we get into specifics, it is important to know that this is not “school” as usual. Things will be different and things will be different from class to class.

Our Motto:

Keep things SIMPLE, Be Graceful, and Don't Panic

Basics for students to continue learning while at home:

- Establish daily routines for engaging in the learning experiences.
- Identify a space in your home where you can work effectively and successfully.
- Identify a space in your home where you can participate in video conferencing.
- Sit at a table with a wall behind you, if possible. Follow the school dress code.
- Regularly (minimum 4 times per day) monitor your school email .
- Engage in all learning with academic integrity.
- Communicate proactively and daily with your teachers.

Helpful tips for Parents to provide support to their students:

- Establishing routines and expectations.
- Defining the physical space for your youngster to study.
- Beginning and ending each day with a check-in.
- Taking an active role in helping your student to process their learning.
- Establishing times for quiet and reflection.
- Encouraging physical activity.
- Remaining mindful of your child's stress or worry.

Schedule

To create some structure and predictability to the “school day,” we will utilize a modified A/B/C schedule. Prescribing a schedule will allow a time for students to interact with teachers as needed while avoiding conflict with other classes. Most teachers are not planning an all-class gathering on a daily basis. Many of our teachers will video tape lessons and send them electronically, independent of the schedule below. Other teachers would like to have live lessons. Essentially, the schedule is for students to have a routine, but it is also for teachers to have a dedicated time for live instruction when they deem necessary and appropriate.

What this means is that some teachers will want to meet with students live during the assigned class time, while other teachers may give students a project and the students would utilize the time below to work on the project. Your individual teachers will be in contact with you regarding specifics of their weekly schedules.

We also created an **Office Hour** schedule for teachers to be available to students throughout the week to answer questions and offer additional support. Some teachers may open a Google Hangout and students can come and go as they please; others may want students to email them so they can set up a schedule during their office hours. Teachers will contact you regarding their approach.

Sisters High School Distance Learning Schedule

Schedule for Students				
This is a recommended time for students and to provide students with a routine				
Lessons may be video or live Lessons will vary in length and scope				
Start	End	A	B	C
9:30	10:00	1	2	1
10:05	10:35	3	3	2
10:40	11:10	4	5	4
11:10	11:30	Lunch	Lunch	Lunch
11:30	12:00	6	6	5
12:05	12:35	7A	7B	7C

Office Hours				
This time will be used for students to talk with teachers Students can always email a teacher				
Start	End	A	B	C
2:00	2:20	1	2	1
2:20	2:40	3	3	2
2:40	3:00	4	5	4
3:00	3:20	6	6	5
3:20	3:40	7A	7B	7C

Calendar:

We will maintain the ABC calendar that we created at the beginning of the year. Here is a reminder of our ABC Calendar for the rest of the year:

APRIL 2020					MAY 2020					JUNE 2020				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1C	1B	2C	3<A	4<B	5C
6B	7C	8A	9B	10C	4A	5B	6C	7A	8B	8A	9B	10C	11A	12GR
13A	14B	15C	16A	17B	11C	12A	13B	14C	15A	15	16	17	18	19
20C	21A	22B	23C	24A	18B	19C	20A	21B	22C	22	23	24	25	26
27B	28C	29A	30B		●	26A	27B	28C	29A	29	30			

Receiving Information & Assignments

Classroom teachers will communicate directly with families and students via **Canvas and email** about upcoming activities, assignments, and opportunities for learning. Parents are encouraged to look at Canvas and email with their students throughout each week.

Information to come next week regarding:

- Grading and Credits
- Who to contact for social and emotional supports, athletics, college, ect.
- A Question and Answer section

REMINDER:

The information below we sent last night, Wednesday, April 8, 2020 to our families.

High School Materials Pick up Procedures Friday, April 10, 2020

Class of 2020 (Graduates)

- We have your graduation announcements and you can pick them up on Friday, following the schedule below

Does everybody need to come and pick up materials?

- NO. Material pick up is only for those students who left their Chromebook, charger or essential materials at school.
- Material Pick up is also for those students directly contacted by their teachers stating that they need to come in and pick up materials. For example, Mr. Bradley's emailed the Fortitude Class informing them to pick up copy of *Boys in the Boat* and *Unbroken*.

Who should come to get materials (Chromebook, Textbook, Teacher Assignments)?

- Students who need their Chromebook, charger or essential materials
- Students who have been contacted by their teacher to pick up materials

What if I have Art, Band, Woods, or another class where I need certain equipment?

- Some classes such as art, band and woods are making different arrangements. Your teacher will contact you directly to explain the process.

When should I come in if I need to pick up essential materials?

- This Friday, April 10th
- All three schools are on the same schedule

- We want to avoid long lines and everyone coming at once, so we've created the following schedule based on your last name
 - 8:00-9:30 For those with the last names including and between **A-G**
 - 9:30-11:00 For those with the last names including and between **H-M**
 - 11:00-12:30 For those with the last names including and between **N-S**
 - 1:00-2:30 For those with the last names including and between **T-Z**

What if I said that I needed Internet?

- We are still working to get everyone internet. We have a list of students currently do not have service at home and we are still working through a plan to get you service.

What if I still need something that isn't in the bag?

- We anticipate there will be a situation where a student needs us to run into the building for them. We will have “runners” to go into the building for ESSENTIAL materials only.
- We will ask you to pull into a different location, stay in your car and inform the “runner” what exactly that you need and exactly where it's located.
- We will make arrangements at another time for anything that is not essential to learning.

What if my Chromebook is broken?

- Ensure you have a written explanation of what is wrong
- Give your Chromebook to the staff and they will give it to our technology department
- Please understand if you do not have insurance there may be a charge

The PROCESS to Pick up Material on Friday, April 10th

NOTE: This is a very impersonal and non-relational process. We apologize, our priority is to keep everyone healthy. We hope you understand

1. Enter the student parking lot as indicated below.
2. Our staff will be located as indicated, on the side walk.
3. Pull up as far as you can, stop your car, put it in park, roll down your passenger window and tell the staff member your name. Do not get out of your car, at this time.
4. The staff member will retrieve your bag and ask if it's okay to place it on the hood of your vehicle or they will place the materials on the ground next to your driver side front wheel.
5. At that time you may exit your vehicle and retrieve your materials.

