

The page is framed by a decorative border of various tropical plants. At the top, there are palm fronds on the left and a large Monstera leaf on the right. On the left side, there is a large Monstera leaf and a fern frond. On the right side, there is a large Monstera leaf and a fern frond. At the bottom, there are palm fronds on the left and a large Monstera leaf on the right. In the center, there are two small branches with green berries, one at the top and one at the bottom.

Dear Families,

I hope that everything during this time is going well for you all at home and that our students are adjusting to this new routine. We are all missing them at school!

I wanted to take a brief moment to inform you on how I anticipate running classes during this distance learning model. Materials will be posted for students in Google Classroom two times a week. Half of the classes will be posted on Monday/Wednesday and the other half will be posted on Tuesday/Thursday. All due dates will be assigned and posted with the assignments. In addition, I will have “office hours” every afternoon and on Friday mornings where students can message me on Google Classroom. We can also set up a Google Meet or Zoom (similar to Facetime or Skype) where I can assist them with homework. Our paraprofessionals will also be available during this time to help with homework concerns from classes they normally assist in!

Students will also be required to sign-up for a meeting time with me each week where I will touch base with them on their goals. A sign-up sheet will be posted in Google Classroom the week of March 23rd. Students should sign-up for a meeting time with me by March 30<sup>th</sup>.

During this time, we do not want to overwhelm students with work, rather I will be assigning tasks directly related to their goals. We are hoping for students to get in a quick practice so that they can maintain and make progress on the skills.

I have also provided my weekly calendar on my website. If you have any further questions, please do not hesitate to contact me at any time. I will also be available via phone from 8:00 AM - 4:00 PM on weekdays.

Thank you for your patience and understanding during this time. We will all get through this together!