April 3, 2020

Dear Parents,

My administration team and I have been working to develop our Distance Learning for students as the school closure remains in effect until May 1st. Even then, the Governor may extend the state mandate.

I hope this week’s update finds you and your family well. We are all adjusting to changes in our daily life during this pandemic. We are finding ways to navigate new routines, work-from-home expectations, educational opportunities, and family time. We have exchanged juggling over-scheduled days with juggling a new type of reality.

This week’s letter contains a lot of information. I realize you are likely receiving an abundance of correspondence from a plethora of senders. However, I encourage you to take the time to read it so that you have a better understanding of what school will look like beginning on Monday, April 6th.

Learning Continues

- **Online lessons begin on April 6th.** This is predominantly for students in grades 2-12 and includes ALL subjects.
- Students in grades 6-12 **NEED TO CHECK THEIR SCHOOL EMAILS REGULARLY FOR IMPORTANT INFORMATION.**
- **In grades 2 to 12, teachers are using the Google Classroom platform.** This is where students will get assignments, lessons, recordings, and resources. They will also submit work through this platform.
- **Communication for K-1 instruction will come directly from the student’s teacher.**
- Some teachers may provide lessons during an agreed-upon time. While students are encouraged to participate at that time, the sessions will be recorded.
- The amount of school work assigned per day will reflect the grade/course level of the student and be developmentally appropriate.
- The overarching goal is about learning and staying connected.
- The focus is on learning and not grading. Teachers will assess, provide feedback, and allow for revisions.
- Teachers are providing due dates for assignments. When not attainable, students need to communicate with teachers.
- When in doubt, reach out to a teacher or building principal.

Teachers Prepared

- Teachers are collaborating with grade level/content area for consistency on
assignments and expectations.
• Teachers are communicating between content areas to ensure there is no work overload for students.
• Teachers will post lesson plans weekly by Thursday of the preceding week on their Google Classrooms (Grades 2-12).
• Teachers will utilize email, Google Hangouts, and/or Zoom to provide feedback to students.
• The district will have a daily “Connection Hour” for students/families. This means specific teachers will be accessible to quickly respond to a student/parent email, chat forum, or phone call. This time will be coordinated and communicated to families by building principals. The schedule will also be available via Google Classroom. Staff will still be available by email throughout the school day with a response within 24 hours when possible.

Workload Recommendations
• 6th - 12th Grade Guidelines
  o 30 minutes per day for each core content area & World Languages (No more than 60 minutes per day for each Advanced/AP course)
  o 1 hour per week for each elective
• 2nd - 5th
  o ELA & Math - 30 minutes per day for each area
  o SS/SCI - Will be incorporated into ELA when applicable
  o Specials - Weekly Rotation (1 hour per week)
• K-1st
  o Weekly lesson plans (3-4 activities provided by teachers to be completed during the week)
  o Read-alouds and other content may be available through your child’s teacher, other NC staff, and the Tipp City Library
  o Specials - Weekly Rotation (1 hour per week)
  o Teachers are communicating with their families and providing them direction.

Technology
• Chromebooks were distributed to families who need a device for their students.
• The district is contacting families who don’t have internet access.
• If you are using a hotspot, please check with your internet provider on data limits.
• Some local carriers are offering free upgrades through the end of the month.

Lunch Program
• The student lunch program will continue through April.
• Delivery and pick up will be each Monday instead of each weekday.
• Students will receive a package containing five lunches and some snacks.
• The times and locations for pick up/delivery remain the same.

Teacher Webpages
• Teachers in grades K-1 will continue to use their websites as usual.
• Teachers in grades 2 to 12 will use Google Classroom.
• If you go to a teacher’s website in grades 2-12 looking for assignments, you will be redirected to the Google Classroom.
• If you can’t find information, please email a teacher or building principal.

**District Website**
• The district has the tools and resources you need for distance learning on its home webpage.
• The distance learning menu will be updated regularly.

**End-of-Quarter Grades**
• The 3rd quarter grading period ended on March 20th.
• Assignments completed and submitted through March 1st are reflected in this grade.
• All work completed and turned in to the teacher from March 2 through March 13 is entered and reflected in your child’s 3rd quarter grade. However, any incomplete or missing work between March 2 through March 13 has not been calculated in the 3rd quarter grade, providing grace and understanding to the student in this unprecedented situation.
• Questions or concerns about your child’s 3rd quarter grades should be discussed with the teacher and building principal.
• Grades will be available online by the end of the day, April 3, 2020.

This is a new learning platform for educators and students. There may be growing pains. The teaching staff, building administration, Assistant Superintendent Steve Verhoff and I are available to help you and your children transition to Distance Learning. Reach out to us if you have a question or concern.

We are human in the midst of the same crisis. Please remember health and safety are of paramount importance.

Be kind. Be safe. Stay well. WE are Tipp and we are in this together!

Take care,

Dr. Gretta Kumpf