

STEVENSON

March 13, 2020

Dear Stevenson PK-4 Community:

As a result of the recent letter you received from Dr. Kevin Hicks regarding the school's move toward remote instruction beginning Monday, March 16, I invite you to review, in detail, how we will move forward in a manner that is focused on what is best for the health of our students, staff, and community, and for the continuation of learning. We are addressing the circumstances proactively and intentionally and invite your patience as we work to best support and educate each student.

We understand that remote instruction may result in complexity for students who do not have computing devices or internet access at home. If you are in this situation, please contact Adil Ech-Chahi at aechchahi@stevensonschool.org immediately, and we will provide a platform for access.

We also acknowledge that this transition may put considerable strain on some families of elementary-age students who must continue their regular routines and do not have childcare options. Classroom teachers will communicate 1:1 with families to create academic plans that accommodate family needs.

Over the next week, Lower Division students will only use technology platforms that they have previously accessed at home and school. We are reevaluating our model for delivering instruction and developing tools for online learning. Our faculty have received training in remote instruction and are committed to further developing their skills in this area. Information will be forthcoming as we continue to pivot to meet the needs of our learning community.

Communication:

Each class, K-4, will split into two sections (PK will split into three sections) so that every student and family is assigned to one of their classroom teachers. **The teacher is the point of contact for each assigned family and is responsible for the continuing education of the student for the duration of our remote learning period.** Teachers will reach out to their families by email to schedule two virtual meetings per week. Additional meeting time may be requested as needed. Families will receive an email from a classroom teacher by Sunday evening to prepare for the week ahead.

Please regularly check the [Community Updates page](#), which continues to document our actions, provide a library of our past letters, and offer a range of related resources. It will be updated to remain navigable as we continue to add crucial information.

Parents and teachers will keep their previously scheduled conference times for virtual conferences. If you have not already registered for a conference, please do so today on your [Pirate Page](#).

Academics:

Below is the academic framework for Lower Division daily instruction. Teachers will share pacing guides and schedules that meet the developmental needs of children by grade level and account for transitions and appropriate time on task. Teachers will also share specifics regarding daily assignments with students and families.

Pre-Kindergarten

- 30 minutes of literacy instruction
- 30 minutes of math instruction
- 30 minutes of fine motor practice/handwriting
- 15 minutes of Mandarin or Spanish instruction (alternate daily)
- STEM and Social Studies exploration from curated resources (enrichment)
- PE, art, music, and/or dance practice (choose one or more per day)

Kindergarten– Grade 4

- 90 minutes of literacy instruction
- 60 minutes of math instruction
- 15-20 minutes of Mandarin or Spanish instruction (alternate daily)
- STEM and Social Studies exploration from curated resources (enrichment)
- PE, art, music, and/or dance practice (choose one or more per day)

Resources:

Tomorrow afternoon students will bring home classroom materials needed for remote learning. Please check your child's backpack to secure these curricular resources and designate a space for them in your home.

Attendance:

Parents are required to email their assigned teacher by 12:00 p.m. each school day to confirm that students are engaging in daily lessons. If students are ill, parents will submit an absence request as usual.

Accountability:

Families are responsible for collecting all completed assignments in the yellow folders that students have been using all year. Teachers will review specific assignments at their discretion during 1:1 check-ins with families. The yellow folders are due back to school on the first day we return for teachers to assess the work.

Teachers will provide an accountability chart for families to document specific daily learning. Teachers will review accountability charts during 1:1 check-ins with families.

We invite your patience as we navigate through this difficult time together and encourage all members of our community to communicate directly and to extend grace to one another as we move forward. Please reach out to [me](#) if you have questions or concerns.

Sincerely,

Mary Charles Collett
Dean of Lower Division