

Dear Parents/Guardians:

Please know that supporting parents and sharing information is a priority for MSN as we begin Distance Learning. Therefore, we would like to share the following information that we hope will be of great assistance to you:

- Office Hours - Each teacher will be setting aside at least one hour a day to specifically be available to support your student with any questions he/she may have. Days and times will be communicated via Google Classroom or email.
- Google Classroom - Daily activities and assignments will take place using Google Classroom. Students are accustomed to using this in the traditional setting (this app is accessible from your phone, if needed). Feel free to view/monitor your student's progress on daily assignments in their Google Classroom.
- Lessons - Every Monday, each class will post the lessons/daily activities for the entire week. Assignments will be due the following Monday, but they may be submitted any time throughout the week. Please know that teachers are collaborating; therefore, your student may receive online instruction or feedback from another teacher for that subject/grade.
- Grading - Our goal is 100% participation to maintain credit and ensure no interruption of the learning process. Assignments will be graded on a pass/fail basis.
- Attendance - Students will be asked to take attendance each day, and this will take place in their 3rd period Google Classroom (this can be done at any time during the day). A link will be provided at the top of that Google Classroom. This can also be done from a phone.
- Technology Support - Should your child have technology difficulties, please email a teacher or administrator, and we will put someone in contact with you.

We would also like to share some tips to help you have a successful experience with Distance Learning:

1. Create a schedule/routine.
2. Create a study space with necessary materials.
3. Check in and communicate with teachers.
4. Eliminate distractions.
5. Take short, frequent breaks.

Thank you for your support as we launch this new way of delivering instruction and learning.

Very sincerely,
Lance Murphy
MSN Principal