



March 21, 2020

Colleagues –

We are writing to provide an update and some additional guidance regarding curriculum, instruction, and communication for the week of March 30th. We know this information will continue to evolve and we will certainly do our best to keep staff informed and updated. We appreciate the fact that everyone continues to be flexible and understanding as we navigate these uncertain times and prepare for online virtual learning.

We have provided optional enrichment learning opportunities for students through our district online learning portal through April 3rd. The week of March 30th we will be taking the next steps to transition to a virtual learning plan for students beginning on April 6th. The transition to virtual instruction and learning will be a new experience for many of us in the district.

We will take the time to plan, develop and train staff as we prepare for the transition. Beginning Tuesday, March 31st the staff will attend a meeting virtually in their individual classrooms or at home beginning at 8:00 a.m. You will receive instructions from your principal on how to access the virtual meeting on Monday, March 30th.

The purpose of the meeting is to provide support and guidance as we transition to online learning. The staff will be introduced to the tools to support online learning and guidelines for instruction. The option to attend the meeting at school in individual classrooms provides staff an additional opportunity to learn how to use this technology from the safety of their own classroom, while still having support available from an innovator or principal if they need help.

It is also an opportunity to gather additional curriculum resources or tools you may need for online learning instruction from your building. We do not expect staff to begin developing or creating plans during their spring break but to take the necessary time needed for families during these challenging times. The meeting on March 31st will provide the information and guidelines needed to begin developing a shift to online learning for our students. It is important that we provide the time after the break for staff to prepare materials before transitioning into a new form of instruction.

Please review the schedule in the table that follows on the next page:

Monday, March 30	Leadership teams will meet virtually to finalize plans for the week of March 30th.
Tuesday, March 31	<p>All staff attend a virtual meeting from their individual classrooms or remotely at 8:00 a.m. to begin planning for the week of April 6th. Staff will be provided guidelines for the virtual learning time.</p> <p>The week of March 30th will be flexible to continue to plan and collaborate at home or at work to ensure plans are developed for the week of April 6th. Staff can attend the meeting at their building in individual classrooms for additional support and to provide access to the resources needed for planning. Just a reminder, for staff who choose to come to school the district expects compliance with the current recommendations to maintain 6 feet of social distancing.</p> <p>Parents will receive information on the virtual learning plan from each building. The leadership teams are developing parent communication to send out the week of March 30th.</p> <p>At this time we plan for buildings to be open from 8:00-4:00 to access materials and resources as needed for instruction.</p>
Wednesday, April 1	<p>Staff continue planning for the week of April 6th</p> <p>All staff planning and collaboration can be completed virtually with support from building leadership or staff can be in their individual classroom to access resources or support they need.</p>
Thursday, April 2	Staff continue planning for the week of April 6th
Friday, April 3	Staff continue planning for the week of April 6th
Monday, April 6	<p>Virtual learning K-12 begins for students</p> <p>Staff will follow guidelines for the implementation of online instruction and learning.</p>

Understand that this is unfamiliar territory for all of us. We don't know all of the answers and our systems will likely be clunky at first. We have always been, and remain committed to, providing the learning, social, emotional and physical needs of all of our students. Our goal for instruction is to be as flexible as we can in providing instructional resources and materials that guide our students and families through the new form of instruction. Thank you for your patience and support through these historic times.

-- SDJ Leadership Team