

Dear students and families of Team Resolve,

April 17, 2020

We hope this letter finds you healthy and well at home. We are very excited to share with you our current plan for distance learning. We will begin our new schedule the week of April 20th. Our goal for that week will be to connect with students, teach them about our new technology tools (like Google Meet), and review content from where we left off. Then, the week of April 27th, we will begin teaching new content.

We've set this document up as a series of questions and answers so that you can skip to the parts that are most important to you. You can also hear this document read aloud by clicking on this link: <https://youtu.be/z6utUjDWQ3E>

If you have any questions that are not answered by this letter, please reach out to us by email, text, or phone! We want to make this process as stress-free as possible!

Q: I'm stressed out before I even see the plan! What if I can't do some part of this plan? What if my device doesn't work? What if I can't get online at that time of day? What if I have to share my device? What if...? What if...?

Our key words during this time are flexibility, patience, and grace.

- Our plan is designed to be **flexible**. We are going to recommend that students do certain activities online at certain times of the day, but no one is going to be penalized if you need to do them at a different time. If you can't do an activity as it is written, please reach out to your teacher and we'll modify it to fit your circumstances.
- Please be **patient** with yourself, each other, and with us through this time period. We are learning a new way of doing things, and that means activities might take longer than normal or feel frustrating. Just let us know if that happens so we can help. We're all going to make mistakes together, but we'll learn from those mistakes together. Eventually, we're going to come out of this experience with all sorts of skills that will be valuable in our future careers!
- We are all going to need a little **grace** during this process. If there is a week where it is simply impossible for you to do an activity because of technology problems or because someone in your family is sick or because of other circumstances beyond your control, we are *not* going to get upset with you. That is no one's fault. Your family's first priority has to be keeping everyone safe and healthy. If you have that under control, we'd ask that you try your best to engage in learning. That's it. Try your best when you can.

Q: How will students get their work?

The best way for students to get their work is to log in to Google each day and check the Google Classrooms for each of their teachers. We will post resources there, including links to instructional videos. Students will be able to submit their work there. We will post feedback for them so they know how they are doing. Please know that virtually any internet-connected device can connect to Google

Classroom -- including phones and video game consoles like the Xbox and Playstation. If you need help connecting, please let us know.

If students can *not* log in to Google Classroom, or if they would like to have a paper copy of assignments in addition to seeing it on Google Classroom, the school district will be providing packets of each week's work at the "Grab & Go" food distribution sites on Monday, Wednesday, and Friday. (<https://tinyurl.com/KPS-Grab-and-Go>) Students can also download the weekly packet from the KPS Learning Hub (<https://tinyurl.com/KPSLearningHub>) and then print it at home.

Q: How will students get help from their teachers?

First of all, most teachers will supplement the packet of work with video conferencing using the Google Meet tool inside Google Classroom. On Mondays and Wednesdays, each class period will have a chance to digitally meet as a group to do a 20-30 minute video-chat with their teacher -- allowing them to ask questions as a group, work through sample problems, get some extra instruction and see their classmates. Students will essentially go through their school day, but instead of walking through the hall, they'll go from their 1st period video chat to their 2nd period video chat and then their 3rd period video chat... and so on. The schedule of times for these chats is on the last page of this letter. In most cases, elective teachers will also be doing a video-chat during their assigned class periods as well so check your email for details about those classes!

We strongly encourage all students to attend these video-chats as much as possible.

The 'routine' of going through their classes on Monday and Wednesday will not only give them academic help, but, for many students, it will also provide a calming sense of normalcy.

Due to the very individualistic nature of writing, our ELA teacher will be providing individualized feedback via Google Classroom rather than doing group video chats. They should still log in to the Google Classroom and view the instructional videos on Mondays and Wednesdays, though!

Additionally, ALL teachers (including electives) will be holding 'office hours' at least twice a week for 2 hours at a time. These office hours are optional for students -- like staying after school to get help. Teachers will be present in a Google Meet session during that time and students may just drop in for help. Students can even call in using a telephone!

If a student needs help but can not make it to the scheduled office hours, they can also

- Email their teacher and ask to meet online (or via phone) at a different time.
- Send their teachers questions via email, private message in Google Classroom, or text through the Remind app (If you haven't signed up for Remind yet, text the code **@teamresol** to phone number 81010)

Q: How will students be graded?

A: Teachers will give feedback to students about whether they have met the content standard for that week, or if there are specific things they need to change (or do) in order to improve. Based on directives from the Michigan Department of Education, we will not be giving letter grades this trimester. Students will either earn credit or no credit for each class depending on whether they tried their best to complete the work.

Q: What is the schedule for online meetings and office hours?

Team Resolve Class Times & Office Hours scheduled via Google Meet*

* Instructions for how to use Google Meet will be posted in our Google Classrooms no later than Monday.

Class periods will be approximately 30 minutes.

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m.	1st Period		1st Period		
10 a.m.	2nd Period	Office Hours for Mr. Bazydlo (Social Studies)	2nd Period		
11 a.m.	3rd Period		3rd Period		
Noon	<i>Lunch Distribution*</i>	Office Hours for Ms. Gilbert (Math) & Mrs. Creager (Science)	<i>Lunch Distribution*</i>	Office Hours for Mr. Bazydlo (Social Studies)	<i>Lunch Distribution*</i>
1 p.m.	4th Period		4th Period		
2 p.m.	5th Period		5th Period	Office Hours for Ms. Gilbert (Math) & Mrs. Creager (Science)	
3 p.m.	6th Period		6th Period		
6-8 p.m.		Office Hours for Mrs. Helms (ELA)		Office Hours for Mrs. Helms (ELA)	

Reminders:

- The schedule of classes is for all subjects except ELA. Students in ELA will not meet as a group but get feedback individually via Google Classroom and/or during Mrs. Helms' office hours.
- If a student needs help but can not use Google Meet or can not get online at the scheduled time, they should contact their teacher to arrange another time to talk by phone, email, text, or video-call.

* On MWF, from 11:30-1:00 p.m., KPS distributes 7 days worth of breakfast & lunch to students at "Grab & Go" sites. They also pass out paper packets with that week's work for core classes. For more information, go to <https://tinyurl.com/KPS-Grab-and-Go>

With flexibility, patience, and grace, we can do this! We are Team RESOLVE!
If you have any questions at all, we encourage you to contact us!

Subject / Teacher: Office Hours	Phone Number	Email
Math / Ms. Gilbert: T 12-2, Th 2-4	(269) 389-0091	GilbertCJ@KalamazooPublicSchools.net
Science / Mrs. Creager: T 12-2, Th 2-4	(269) 783-5362	CreagerAL@KalamazooPublicSchools.net
Social Studies / Mr. Bazydlo: T 10-12, Th 12-2	(269) 425-1630	BazydloBC@KalamazooPublicSchools.net
ELA / Mrs. Helms: T 6-8pm, Th 6-8pm	(269) 588-0615	HelmsER@KalamazooPublicSchools.net

We **RESOLVE** to do our best.

We can **RESOLVE** any problem in our path.

We have the **RESOLVE** needed to succeed.

We are Team
RESOLVE