

Hello Remote Learners!

This letter is to provide you with information regarding our remote learning option at Spaulding High School. We have been busy the last few weeks putting this together. Your students are still Raiders! While they are accessing their daily learning remotely, they may still participate in extra-curricular activities such as attending games, clubs, and other events. We have provided content specific co-teachers in the core four academic areas (math, science, social studies, and English) for each block. In the smaller departments (art, music, PE/health, foreign language) that have fewer teachers, we are only able to provide this support one block per day. The “co-teacher” will be in contact to let your child know when they are available. Please be prepared for adjustments and changes as we try to navigate during this pandemic. We are committed to providing the best experience possible for our students under these circumstances. We appreciate your patience and, as always, please email your **school counselor** with any questions.

First Day of School- Students working remotely will begin on **Tuesday, September 15th**. The staggered start days for the students attending in person will be to review safety protocols and procedures while in the building. Your student may receive communication from their teachers during this time using the SAU54 Google email.

Schedule- Students will follow the regular daily schedule and must check in and complete course work. Student schedules can be found on the Infinite Campus portal or by contacting your school counselor.

A Block: 7:30-8:58

B Block: 9:05-10:33

C Block: 10:39 - 12:09

D Block: :12:50-2:14

Google links- The course teacher and the “co-teacher” will email the appropriate Google links to students **before Sept. 15th**. Students must check their SAU54 emails on a regular basis.

Attendance- Students are required to be “present” in each of their classes by completing a Google Form for each period. On this form, they will identify any questions or needs. This form will be provided by the “co-teacher” prior to the start of school via SAU54 email.

Teachers- There are two teachers assigned to each course for remote learners. The course teacher located on the schedule is the Teacher of Record and will provide the curriculum and the grading. The “co-teacher” is a content teacher who will provide daily support during the course block. Below, please review roles and responsibilities for teachers, students, and parents.

Student Expectations-

1. A [Google Form](#) must be completed for each period that will document attendance, goals, work completed, and will identify help needed.
2. The student will check the course google classroom daily for assignments and resources.
3. Must complete assignments and turn them in electronically to the Teacher of Record.
4. Must access help from the co-teacher using the google meeting spot when the need arises.
5. The first point of contact when a question arises will be the “co-teacher”.
6. The student must attend any small group or targeted instruction as requested by either teacher.
7. As in any remote learning setting, it is expected that students manage their time, advocate for their needs, and complete assignments on a timely basis.

Parent/Guardian Expectations-

1. Regular communication with the remote “co-teacher” should be established and utilized when a need arises.
2. Internet access and technology is needed for a remote instructional model. A device is available for loan from the school.
3. Access the Rochester [help desk](#) with any technology issues. **Tech Support Questions for Parents - parenthelpdesk@sau54.org**
4. A quiet study space will be available for the duration of the academic day (7:30-2:14).
5. Regular check ins with the student should be maintained to ensure engagement in the courses.
6. Participate in meetings with the school if requested.

Teacher Roles-

Teacher of Record

1. The Teacher of Record is the course teacher assigned to the student on their schedule
2. Maintain Google Classroom with daily, updated plans, assignments, and resources.
3. Assess student work and maintain an accurate record of grades in IC
4. Collaborate with remote “Co-Teacher” to:
 - a. Identify learning needs
 - b. Support learning needs by providing additional resources
 - c. Provide content knowledge to “Co-Teacher” when needed
5. Respond to emails from parents and students that have content or course related questions.
6. The “Co-Teacher” must be added to the Google Classroom.

“Co-Teacher”

1. Maintains daily communication with the student.
2. Maintains accurate daily attendance and communicates every week that attendance to the Teacher of Record who will enter it into Infinite Campus.
3. Provides a Google Meet link that students will use to access support and answer questions. The teacher will be available for the entire period.
4. The teacher will advocate and communicate with the parents, special educators, the school counselor, and the Teacher of Record when an issue arises such as lack of engagement, learning issues, or needs.
5. The teacher will create a schedule if needed to provide one to one support for students with a separate Google Meet.
6. The teacher will analyze the [Google Form](#) spreadsheet daily and make contact with those students requesting assistance.

Resources- Our hope is that most resources will be available digitally on the Google Classroom, but there may be situations where materials should be picked up from the school, on an as needed basis. This will be communicated to your student by the remote “co-teacher”.

Chromebooks- We will loan out devices to only the students that need one. We will be handing them out on Tuesday, September 8 between 8am-3pm. The parent must be present to sign the form. If you are unable to do this, please contact Mrs. Kotsonis at kotsonis.j@rochesterschools.com

School pictures- Our photographers will be taking pictures in front of the main entrance of our school. Please plan to come to the school between 9am and 11am on the correct day to be photographed for the yearbook and our school records. You will also be able to order packages as well.

September 9- Freshmen

September 10- Seniors

September 11- Sophomores

September 14- Juniors

Announcements- Important messages and daily announcements will be updated on the school webpage. We will continue to communicate through our Twitter (@SpauldingHS) and Facebook (@SHSRochesterNH) pages. Please add us.