

SATURDAY, MARCH 28, 2020 EMAIL TO STUDENTS AND PARENTS

Hello students and parents,

I first want to take a moment to thank all of you for your continued support and efforts to make the transition to distance learning. We have met with your teachers three times now, and the large majority of the feedback we have received is that the students have really done their best to embrace this change in learning. For that, I am beyond proud and appreciative. Please continue to work hard and communicate with your teachers, guidance counselors, and administration when problems arise. We are here to support you.

I have a few reminders and updates as we move into week 3:

- When checking lesson plans in RenWeb, please log in to RenWeb through a web browser (which can be done on your phone or computer) instead of using the app. There have been issues with the app not showing lesson plans. There have also been instances where the color of the font makes it difficult to read the words. I apologize for the inconvenience.
- Teachers can now begin using Google Meet to hold video conferences with students if they would like to. They may use this feature in a variety of ways (office hours, Q&A times, check-ins, explanations of content/instructions), and teachers will communicate times and formats with their students directly. The delay in allowing them to use video conferencing stemmed from the TCHS Administration and Technology Department wanting to ensure the security of the process and the ability to record sessions. We feel Google Meet best addresses those concerns at this time.
- Some teachers have already established a process of providing individualized feedback to students. Additionally, some also have internet connection issues or obstacles at home that would make video conferencing difficult. Therefore, they may elect not to use Google Meet with their classes.
- We have sent out guidelines and expectations to our teachers in regards to Google Meet. The main requirement is that all Meet sessions between teachers and students will be recorded and archived. This serves two purposes: to make sessions available to students who were not able to attend the live session and to be able to review sessions should questions arise about security.
- We will ask students to keep these guidelines in mind when joining a Google Meet session with their teachers:
 - Make sure you are appropriately dressed before joining. Please wear something that would be appropriate at school
 - Please behave appropriately on Meet, just as you would in the teacher's classroom
 - Log into your meeting from a distraction free, quiet environment.
 - Make sure you have a clean, school-appropriate background.
 - Please keep your audio on mute until you want to speak to help limit background noise or until your teacher instructs you to unmute your audio.
 - If you would like to use the chat box, remember that it is public and a record of the chat is archived.
 - Have paper and a pen or pencil handy to take notes.
 - Make sure the camera on your computer is on so your teacher can see your face.
 - Follow any other guidelines shared by your teacher.
 - Do not stop the recording of the session. If you need to leave, you may hang up. You can rejoin by clicking on the link your teacher provides.
 - Students should not schedule their own Google Meets with other students. We want to focus our technology resources on troubleshooting problems during this time, instead of monitoring student Meet sessions. Students have a variety of ways to communicate and

stay in touch with each other outside of using Meets associated with the TCHS Google account.

Thank you again for your support during this time. We are keeping you and your families in our prayers.

Lauren Jeffrey