

Dear Har-Bur Families

We hope this email finds you well during these ever-changing times. We know that establishing routines can be reassuring for children and wanted to provide you with information regarding Har-Bur's Distance Learning Plan which starts on Monday, March 23rd.

Please remember that this is a new experience for all of us and that this isn't going to look like a "normal" school day. We have two goals. We want to make sure that we keep our connections with you and your children during these difficult times as well as support your children in continuing their learning through the resources that we will be providing. We will be adjusting and enhancing the process of distance learning as we move forward.

Daily distance learning will occur between 9:00 am and 1:00 pm. Students should log in to their Microsoft Office 365 accounts. The following link is a tutorial for parents to better understand and support your children as they use this online platform.

[https://youtu.be/ 3O_Zdsk0L0](https://youtu.be/3O_Zdsk0L0)

This link will be posted on our Har-Bur website as well.

The following schedule indicates when a student can access different subject areas. On Monday, all students should be accessing their Language Arts teachers' TEAM pages to find out their learning task for the day (Important note: Sixth graders will go to their Reading teacher's TEAM pages on Monday and their Writing Teacher's TEAM pages on Wednesday).

	A Day (Monday/Wednesday)	B Day (Tuesday/Thursday)
9:00-9:45	Language Arts	Math
10:00-10:45	Social Studies	Science
11:00-11:45	Unified Arts Classes	World Language
12:00-12:45	Band/Chorus	Wellness

The periods of time are reserved for those subject area teaches to use at their discretion. For example, a teacher may assign a reading with some guiding questions for students to answer. The expectation is they are prepared for the next lesson. The student could use the time allotted to work on the task but may also choose to do it later in the day if there is a reason that time is not available. However, there could be time that the teacher wants students to be available for a video lesson. The video lesson will happen during the reserved period of time.

On Fridays, teachers will hold office hours and will be available for a two-hour period between the hours of 9:00 am and 1:00 pm. Teachers will communicate the specific time for students. This time can be used by students to check in with teachers to get extra help/interventions.

A couple of things to consider. We strongly recommend establishing a quiet workplace with limited distractions. Teachers may be using some sort of video conferencing, like Zoom, in order to teach content and connect with students. The expectation is that although school looks different right now, school rules have not changed. It is expected that students are not misusing technology or acting inappropriately.

Teachers, school counselors, school support staff, curriculum coordinators and administrators are available for questions and support as we all work through this process. If technical assistance is needed please click on the below link.

<http://helpdesk.region10ct.org/osticket/open.php>

This link will be posted on our website as well.

We want to thank you in advance for your positivity and flexibility as we take on this new challenge together.

Warm Regards,

Joe and Peter