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| ***Together, Educating Every Student for Excellence*** |  | **ROBERT S. GALLAHER ELEMENTARY SCHOOL**  800 N. Brownleaf Road  Newark, Delaware 19713  Phone: (302) 454-2464  Fax: (302) 454-3484 |

**Dan Shelton, Ed.D. Erin Cassel**

*Superintendent Principal*

**WELCOME BACK GALLAHER VIRTUAL ACADEMY FAMILIES!!**

Dear Parents/Guardians and Friends of Gallaher Elementary School’s Virtual Academy:

It’s count down time! We hope everyone is having a great summer and making plans to enjoy these last few weeks before returning to school. Allow me to welcome you and your family to the 2024-2025 school year! We are thrilled to have you as a part of our Gallaher Family! We are so honored to have an opportunity to impact the lives of so many students.

Please see some critical school opening information outlined below. As always, if you ever need anything, please contact the Gallaher Main Office at 302-454-2464.

**First Day of School for Grades 1-5 & KN**

The first student day for grades 1st – 5th is **Tuesday, September 3.** All kindergarten students will have a full day starting on **Wednesday, September 4**. The first day of school is the same for onsite and virtual students.

**KN Orientation Day – Virtual Academy Students**

**Tuesday, September 3 at 10:00 AM - Zoom information coming.** This is for students and families. This will give families a chance to learn about virtual expectations and platforms, and hear about the KN schedule.

**Meet the Teacher – VIRTUAL ACADEMY STUDENTS ONLY:**

**Monday, August 26 – at Gallaher School – Please come to the Gallaher School between 2:30 – 4:00 to get all of your curriculum materials, your Chromebook, and meet your teacher!**

When arriving please come through the cafeteria doors. We will have tables set up and an easy to follow system for obtaining Chromebooks, charger and headphones. A parent or guardian will need to be in attendance to sign the current year’s CSD Technology Agreement. Students and families will 16be able to pick up additional learning materials that will be needed for a successful school year, as well as meet their teacher.

**School Hours of Operation**:

**Instruction begins on Zoom at 8:40 a.m**.  Please make sure that your child logs into their Zoom Room at that time.

**Common Lunch:** We have made schedule changes this year to accommodate the request for a common lunchtime across grades to make it easier for families with students in multiple grade levels.

**Student End of Day: The end of the student day is 3:40. From 3:40 – 4:10 each day, teachers will conduct office hours with students for any student or family member to receive support or ask questions. This time will be in addition to two MTSS times provided during the day.**

**School Supply Lists:**

For your convenience, a classroom supply list is available on the school website: <http://www.gallaheres.org>. To find it on the Gallaher website, click the Parent and Student Directory Tab at the top of the page. Supply lists are also located in hard copy in the Gallaher Lobby. Please be sure to select Onsite Virtual School Supply List.

**Chromebooks:**

Virtual Academy Students ONLY: Chromebook pick up will be Monday, August 26 from 2:30 – 4:00. Park in the lot across the street and walk up to the cafeteria. We will issue your CB to your student. You will need to sign the CSD Tech Agreement before leaving with the Chromebook. Again, this pick up is only for the students that are part of the Virtual Academy. You will also be able to pick up your materials and meet your teacher at this time,

**Additional Important Information for Virtual Academy:**

**Attendance and Participation – Your child will need to be present in the Zoom Room for the FULL academic day. Your child will be marked absent if he/she is not present for at least 50% of the academic school day. This** mirrors the attendance requirement for on-site students. The Christina School District defines “present” as the act of being present in the virtual space and the expectation that you will have the capability of participating with the content verbally, visually, and through performance. Christina School District defines “participating with the content verbally, visually, and through performance” as:

* Engaging in class by speaking, asking and responding to questions
* Using classroom-defined signals to indicate responses (thumbs up/down, response in the chat box, etc.)
* Turning on your camera, unless your teacher gives permission otherwise
* Completing assignments during class time

It is important to note if a student is only able to complete assignments outside of class and is not present for class, then he or she will be marked absent. The student’s teacher will grade the assignment accordingly.

**Use of a School Sponsored Chromebook**:

The Christina School District strongly recommends the use of a district-issued Chromebook. This will allow your child to properly access all required applications. Students that opt to use their own laptop often struggle with assignments due to difficulty accessing proper applications.

We are looking forward to our second very successful year as the Christina School District Elementary Virtual Academy and are thrilled you are on the journey with us!!

Sincerely,

Mrs. Cassel, Principal

Mrs. Lynch, Assistant Principal