

April 2020

Dear Gallaher Families,

We are certainly in unprecedented times! We surely miss seeing each and every one of your smiling faces! The part of the day that I am missing most is opening the Gallaher front doors and welcoming each of you into the building for the day! That is my favorite part of the day as we get to see and greet each child, often receiving hugs and great updates on the most exciting thing that happened in their lives since the day before! Your teachers all miss you as well and are excited about offering a few instructional lessons each day to keep you engaged with new material as we move forward with the last marking period. We wanted to provide you with some general information about this new adventure and what to expect.

What does Remote Learning mean? What will it look like?

Remote learning occurs when the learner and instructor, or source of information, are separated by time and distance and therefore cannot meet in a traditional classroom setting. The remote learning student instructional day will take place from 9AM - 4PM (see the suggested schedule below). Remote learning will begin on April 6th for students. Currently, remote learning is scheduled to continue through May 15th. Teachers will utilize Schoology, Class Dojo, Zoom, and other approved platforms to provide lessons and support for students.

All teachers at Gallaher will post 2 instructional lessons each day in Schoology. This will include an instructional video and an associated assignment. Teachers will share expectations around what needs to be done and/or submitted. Please keep in mind that these items will NOT be graded. Teachers will be monitoring student work and providing feedback on what is submitted. Students will be able to access lessons from each of the teachers that they normally see in a typical school day (AAP Teacher, Special Educator, EL Teacher, Specialist Teachers, etc.). Please do not feel burdened that all assignments and activities must be completed from the various teachers. If you are wondering how to prioritize your student's work, please reach out to their homeroom teacher for guidance.

What are Virtual Office Hours and when will they be?

Virtual Office Hours are a time when teachers are available to provide additional help or answer student questions. The manner in which teachers offer the office hours may vary from day to day. Sometimes teachers may hold a live Zoom meeting where all students can connect together, and other days they may take specific questions using email or Class Dojo. Your child's teachers will connect with you about what to expect during this time.

Your child's teachers will share their office hours with you. You can also reference the document on our website. Additionally, our specialists (Art, PE, Music, Technology) will hold office hours for anyone in the school from 3:00 - 4:00 PM daily.

How do I log into Schoology where the lessons are posted?

Use the directions below to gain access to Schoology. Your child's teacher will give you the codes you need. The codes you will need to complete the directions are as follows:

DIRECTIONS FOR STUDENTS

All devices (computer/laptop/Chromebook)

- Click on Edge or Firefox
- In the address bar, type in www.christinak12.org/schoology
- Type in ID (firstname.lastname@students.christina.k12.de.us)
- Type in Password, which is your student ID #, or lunch number

Mobile App Instructions

Once you have an account, download the Schoology app from your App Store. Tap the app icon to open it on your device.

Begin by selecting your school:

1. Use the keyboard to enter the name of your school or organization. As you type, matching choices will populate as a list. The name, ID number, city, state, and zip code for the school should appear below.
2. Tap the name of your school or organization when it displays.
3. You can use an email address or username to log in to the application, depending on how your account was set up.
4. Tap **Log In** to complete.

For further instruction on how to use Schoology, visit <https://support.schoology.com>

DIRECTIONS FOR PARENTS

1. Go to www.schoology.com.
2. Click **Sign Up** at the top of the page and choose **Parent**.
3. Enter your Parent Access Code. This is a 12-digit code in xxxx-xxxx-xxxx format that you receive from one of your child's instructors.
4. Fill out the form with your information.
5. Click **Register** to complete.

*When you use a Parent Access Code to create an account, you are automatically associated to your child.

**If your Parent Access Code does not allow you to register or, if the code does not have 12 digits, please contact your child's instructor or school for more information.

Multiple Children at Different Districts

If your children attend different schools that are not in the same district (or are not part of the same Schoology Enterprise account), you will see an error message when you attempt to use the **Add Child** button to associate your parent account with their student account:

Parents must have a separate account for each child from a different school. For example, if you have one child at a High School in one district, and another child at a Middle School in a **different** district, you must have accounts at both districts and link your accounts together. Linking accounts enables you to toggle between two or more accounts without having to log out and back in. Each district separately manages your parent accounts and can then communicate with you as necessary.

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If you are having issues logging in, double check your ID & Password or contact your teacher

What should our instructional day look like while we are at home?

The following is a suggested schedule that can be followed to help keep a structure and schedule at home.

Gallaher Suggested Home Academic Schedule for Successful Remote Learning

Time Frame	Activity	Details
Morning	Wake Up	Get up, Eat a healthy breakfast, Prepare for a great day!
60 Minutes	CSD Remote Learning: Physical Education and other physical activities with your family	Participate in P.E. activity and then take a family walk around the neighborhood. If it's raining, find an indoor space for stretching, crunches, pushups, etc. If available, try free exercise videos on YouTube or other streaming providers.
30 - 60 minutes	CSD Remote Learning: Core Instruction – Block 1 ** ALL Gallaher teachers will have an instructional video posted by 10 AM	K - 2: (30 Minutes) Instructional Block 1 - ELA/Math/SS/Sci. as indicated by your teacher. Grade 3 - 5: (45 Minutes) Instructional Block 1 - ELA/Math/SS/Sci. as indicated by your teacher. *Learning opportunities for SWD and Special Programming e.g. EL and AAP will also be available.
30 Minutes	CSD Remote Learning: Virtual Office Hours with your teachers	Your teachers will share their “virtual office hours” with you and your family. This is usually 2 half-hour blocks, or perhaps a single one-hour block during the day. During this time, you can contact your teacher to ask questions or say hello.
30 Minutes	CSD Remote Learning: Specials	Participate in art, music, or library/tech.
Midday	Lunch Time	NO ELECTRONICS
(60 minutes)	Chores	Clean up from lunch, organize your room, help with laundry, clean countertops, door knobs, etc.
30 - 60 minutes	Quiet Activity	Take some time to read quietly, write in a journal, work on a puzzle, or take a nap. You could play with Legos, color, draw, or work on a craft..
30 Minutes	CSD Remote Learning: Specials	Participate in art, music, library/tech, or other elective.
60 Minutes	CSD Remote Learning: Core Instruction – Block 2 ** ALL Gallaher teachers will have an instructional video posted by 2 PM	K - 2: (30 Minutes) Instructional Block 2 - ELA/Math/SS/Sci. as indicated by your teacher. Grade 3 - 5: (45 Minutes) Instructional Block 2 - ELA/Math/SS/Sci. as indicated by your teacher. *Learning opportunities for SWD and Special Programming e.g. EL and AAP will also be available.

30 Minutes	CSD Remote Learning: Virtual Office Hours with your teachers	Your teachers will share their “virtual office hours” with you and your family. This is usually 2 half-hour blocks, or perhaps a single one-hour block during the day. During this time, you can contact your teacher to ask questions or say hello.
60 Minutes	Physical Activity/Play	Ride a bike, take a walk, play outside, do yard work, or walk the dog.
60 - 90 Minutes	Dinner	Help your family prepare and clean up from dinner.
60 - 90 Minutes	Free Time	TV, play, reading, games, etc.
Evening	Prepare for Bed	Family determines bedtime.

Who do I reach out to if I have a question?

Your child's teacher is the best person to reach out to first. They can direct your question if there is another professional that may be able to provide an answer.

We thank you for your continued commitment to Gallaher and to our students' success! We could never do this without your patience and support!! Please continue to be patient as our school, district, state, and country move toward a new method of learning. We will accomplish great things together!

Many Thanks,

Mrs. Cassel and Mrs. Foxx 😊😊