

August 27, 2020

Dear Parents,

We would like to share some information as you and your child(ren) prepare for the school year. As I am sure you are aware, Johannesburg-Lewiston Area Schools has never offered a 100% virtual platform. There has been a lot to learn and we are certain that we have more learning ahead of us! With that said, we apologize for the delay in information and are working hard behind the scenes to put procedures and practices in place so that this experience will be rewarding for your child(ren).

We want to share what you can expect as your child(ren) move into this platform:

- Your child(ren) will be engaging in lessons that have been created by highly qualified educators. The lessons will be assigned to students by a JL virtual teacher.
- The role of your child's online teacher is to communicate weekly with your child and monitor their progress. The teacher will not provide direct curricular instruction for the student. Instruction, reading, video's, lessons, assignments, etc., will be delivered by the online program. The virtual teacher is available to answer questions and do weekly check-in's to make sure the learner is staying on pace. Most communication will occur via EMAIL. Students must return emails with teachers as this is the way we satisfy state "check-in" requirements for On-line learners. Each virtual teacher may look to meet and communicate in different ways.
- The student can expect to communicate with the virtual teacher a minimum of two times per week. The virtual teacher may be connecting through a phone call, email, virtual class meeting, or an individual virtual meeting.
- Students can expect to spend 45-60 minutes daily per subject depending on grade level.

As we begin the first week of school, face to face students will be focused on learning procedures and routines, reconnecting with peers, and gathering materials necessary for their learning. We are expecting the same to be true for our virtual learners during this first week of school; they will be preparing themselves for their online experience. They will receive a contact from your child(ren)'s virtual teacher. Here is what you can work on with your digital learner during week one:

1. **Secure a device with internet access.** If your student(s) need a Chromebook, you can pick up the devices at the Johannesburg-Lewiston High School gym on Wednesday, September 2 from 2:00-4:00 p.m. When your child accesses the online platform they will be using their district provided google login credentials. Login credentials will be made available to you when you pick up the device. You will also need to secure a location with sufficient access to the internet through wifi in order to use the device.
2. **Supporting Virtual Learners.** As a family you will need to designate a “Learning Coach” for your child. Frequently this may be a parent or guardian, but some family dynamics may make it necessary for this person to be someone other than that. The role of a Learning Coach is to work with the student to provide support with technology, navigate the learning platform, establish work routines, celebrate success, and communicate progress with the student. The Learning Coach will also need to provide support for the learning process as the need arises. There are supports for the Learning Coach within the lesson. The Learning Coach will be essential for your child(ren)’s success!
3. **Create a Work Space.** Each student will need a dedicated space at home that minimizes distractions, has an available electrical outlet, has suitable lighting, access to non-technology related learning materials, and provides access to the internet.
4. **Create a Work Routine.** Work with your child to create a schedule that works best for you. It is important that the schedule is routine and predictable each and every school day. You can expect your child to spend 45-60 minutes for each subject area. It is recommended to build in breaks between subjects. It may be helpful to make the schedule visual so that you can refer to it throughout the day.

We are including the link to the [Technology Handbook](#) that will need to be reviewed. When you come on Wednesday, September 2nd between 2:00 - 4:00 pm. you will be asked to sign that you received and understand this document. You will also need to provide the school with **one** parent/guardian that the virtual teacher will be communicating with.

Please join us on Wednesday, September 2nd in the Johannesburg-Lewiston High School gym between 2:00-4:00 p.m.

Here at JLAS we strive to provide the best education to all of our students. We appreciate your patience and understanding as we endeavour on this new journey together, as partners and learners.

Thank you,
JLAS Virtual Team