

April 17, 2020

Dear Audubon Families,

We hope you've had a restful and enjoyable break. The Audubon Staff miss seeing you and the students. Even though the school building is closed, our school is still open while we continue Distance Learning through the end of the school year. Distance Learning Phase II will begin on Wednesday, April 22. We look forward to virtually seeing students through Google Hangouts Meet and staying connected to families through our School Messenger communications during the weeks to follow.

Preparing for Distance Learning (DL)

Phase II may look a little bit different. Teachers will primarily be using Google Classroom and email to communicate with students and families. Teachers will stay connected with students at least twice a week using email, Google Classroom and Hangouts Meet in small groups and/or the whole class. Teachers will share their communication schedule with families. Please review these tips for making Google Classrooms and Google Hangouts Meet successful with your student(s).

- Join Hangouts Meet on time.
- Hangouts Meet should be used during school time with a teacher or staff.
- Mute microphones before joining Hangouts Meet.
- Follow class expectations when using Hangouts Meet (e.g. raise your hand to make a comment, use appropriate comments in the chat section of your hangouts, come prepared, etc).
- Do not record or take pictures of class Hangouts Meet.
- Ask an adult before going online.
- If you see or hear something that makes you feel uncomfortable, tell your teacher or an adult.
- Turn in assignments on time through Google Classroom.
- Do your personal best.
- Participate during the session(s).
- Email your teacher, if you do not understand an assignment.

Paper Packets

- We appreciate the hard-work and effort that went into assignments before spring break. Please hold onto those assignments for now. We will be developing a plan with teachers about how to submit those assignments and share the plan with you in the near future.
- Some teachers may be providing hard-copy packets during Phase II. If your teacher is providing paper packets, that teacher will email you a time and location to pick-up the packet. If you do not hear from your teacher about picking-up a packet, all assignments will be shared digitally through Google Classrooms.

- For those who are picking-up packets, please follow social distancing guidelines, such as keeping a 6 foot distance and wearing a mask. We ask that no students come on campus to pick-up packets.
- Just a reminder, teachers will email families when and where to pick-up paper packets, if required. Many teachers will not be sending home paper packets; work will be distributed digitally.

Kindness Activities

- During these challenging times, we want to pause to reflect on all the acts of kindness around us. On Monday/Tuesday, April 20 & April 21, students will be participating in the Audubon Kindness Challenge.
- Students will access a menu of kindness activities through his/her Google Classroom on Monday morning.
- We would love to see the acts of kindness being done by Audubon students! Please submit acts of kindness to audubonschool@gmail.com.
- Friday, April 24 all Audubon Eagles will be wearing our Kindness Jams shirts!

SMFCSD Family Resources for Distance Learning (DL Placemats)

- In addition to Distance Learning materials being provided by teachers, our District created placemats of supplemental learning tasks by grade level spans. Below are the links to the DL Placemats
 - TK - 1st
 - [Phase I](#)
 - [Phase II](#)
 - 2nd - 3rd
 - [Phase I](#)
 - [Phase II](#)
 - 4th - 5th
 - [Phase I](#)
 - [Phase II](#)
- A few paper DL Placemats will be available to families who cannot access them digitally at Audubon on Tuesday, April 21 in the activity room from 1:00 - 3:00 PM.

Chromebook Distributions

The District plans to support families that may need a Chromebook and Hotspot (Internet access device). Thank you to those families that reached out to me or their child's teacher and requested a device. We updated the information in our system. Our district is gathering the information and creating a plan to distribute Chromebooks to families.

- Thursday and Friday, April 16 and 17, the District began Chromebook and Hotspot distribution at our four middle schools: [Abbott](#), [Bayside](#), [Bowditch](#) and [Borel](#). This will continue to be done in waves.
 - Thursday, April 16 was for Middle School students and families

- Friday, April 17 was for upper elementary grades that may have included grades 3 - 5
- Next week, the District will reassess and send more notifications to families.
- If you are in primary grades (TK-2) or in grades 3 - 5 and haven't been notified by the Technology Team, we thank you for your patience and the District will communicate with you soon.
- The District Technology Team will contact SMFCSD families directly to advise them of their pickup location and times. Please watch for this Technology email, text and/or call from SMFCSD.
- In order to pickup a Chromebook and/or hotspot, please note:
 - Only a student's registered parent/guardian or emergency contact can pick up a Chromebook and/or hotspot device.
 - The registered parent/guardian or emergency contact must provide the student's school ID number.

We appreciate all that you are doing to support learning in your homes Audubon families!

Best regards,

Jaime and Doug