



First Grade Parent Letter

Teacher: Ms. Villalpando

Introduction:

Hello First Grade Parents! Although the beginning of this school year will be unlike any other, I am very excited to get to know you and your scholar! My name is Ms. Villalpando, but you can call me Ms. V. This will be my fourth year teaching at Horace Mann, and my second year teaching first grade! I've listed a few things below to help guide you during our remote learning. I know this can be daunting, but keep in mind that you can always contact me for any questions you may have.

Email: cavillalpando@cps.edu

Chrome book/ Internet Access:

<https://www.cps.edu/school-reopening-2020/remote-learning-guide/preparing-for-school/technology-internet-and-cps-account/>

Expectations and Guidelines for Student:

- All students must access Google Classroom or Google Meet **on a daily basis** in remote learning.
- All students and educators must use Google Meet for synchronous instruction.
- All students will complete and submit work on google classroom.
- All students will be emailed weekly assignments.

Expectations and Guidelines for Teacher:

During remote learning, schools and educators are expected to:

- Use the Google Education Suite to facilitate remote learning.
- Provide daily remote learning that meets instructional minute requirements for all content areas or courses for all students. Ensure all educators are available to provide live video instruction and are synchronously available to students during the entirety of the contract day.
- Focus on grade-level, standards-aligned instruction and students' social-emotional needs.
- Submit and monitor student attendance daily.
- Ensure all students have digital access.
- Ensure clear communication with families and students.
- Establish effective structures to facilitate professional development, staff collaboration, planning, feedback, and continuous improvement in the remote environment.

Attendance!

Remote learning should approximate a typical school day. Attendance will be taken on a daily basis. In elementary school, attendance will be taken by the homeroom teacher once daily, as is traditionally done.

To be marked as present, students must:

1. Log into the synchronous learning platform, either Google Meet or Google Classroom, in accordance with our transition to full G Suite adoption.
2. Students must remain engaged and active through the duration of all synchronous learning portions of the daily lessons.



Google Classroom Schedule

Reading: 8:00 am - 11:00 am

Recess/Lunch: 11:00 am - 12:00 pm

Prep: 12:00 pm - 1:00 pm

Social Science/Science: 1:00 pm - 1:20 pm

Math: 1:20 pm - 3:00 pm

Helpful Links:

- Parents Guide to Google Classroom

<https://www.youtube.com/watch?v=2lowi-gmbys>

- How to submit assignments:

<https://www.youtube.com/watch?v=o4JeCTfhvnl>

- How to ask your teacher a question on google classroom:

<https://www.youtube.com/watch?v=XcNNPZ9TNKY>

- 6 Things Parents should know about Google Classroom

<https://www.common sense media.org/blog/parents-ultimate-guide-to-google-classroom>