August 27, 2020

Dear Parents/Guardians and Families,

It is our pleasure to welcome you back to Mystic Valley Regional Charter School (MVRCS) for the 2020-2021 academic year. In this letter, you will find pertinent information regarding Distance Learning. In the event you have opted in the Hybrid learning model, you have already selected the days when to send your children to school. Students who opted into the Hybrid Learning model will adhere to all In-Person Learning Model standards on days of in-school instruction and all Remote Learning Model when out of school.

For those who have selected the Remote learning model, instruction will be delivered in an asynchronous method via videos accessed through Microsoft Teams. As you may be aware, MVRCS’s remote learning curriculum will mirror the in-person curriculum. Students participating in the Remote Learning Model will be required to view instructional videos each day for class/course, complete related coursework (in-class work and homework) and complete in-class assessments.

The sum total of academic learning time, based on grade level subjects and related coursework will be roughly equivalent to a full school day of in-person learning. All students participating in remote learning (as part of the Remote Learning Model or Hybrid Learning Model on at-home days) must complete an attendance form. By completing the attendance form, the student or parent/guardian is certifying that: the student is “present” for at-home learning and the student and/or parent/guardian is available via email and/or phone during regular school hours.

Below you will find details concerning:
- Technology platforms
- Microsoft teams
- Academic/Technology support
- Work Submission
- Live assessments

Technology Platforms and Use Microsoft Office 365

Each student has access to Microsoft Office 365, and access credentials will be distributed at the start of the school year.

Office 365 applications include:
- Microsoft Teams
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint Students may complete and share work with teachers via Office 365
Microsoft Teams

Students must access instructional videos via Microsoft Teams. Each day of instruction will be created as an “Assignment.” Please navigate to the Assignments tab to access instructional materials and related handouts/coursework.

How to access an assignment through teams:
1. Log into your Microsoft o365 account
2. Select team (the class which you are viewing the assignment)
3. Select 'assignments' on the top bar
4. Choose the assignment you wish to view
5. Watch the instructional video
6. Complete any classwork/homework listed related to the lesson

How to submit an assignment through teams:
7. Click "+add work" near the bottom
8. Upload the files with the work in them (reading work could be typed in a document)
9. Upload the file
10. Click "attach"
11. Last, hit 'turn in'.

Academic Support
Academic support can be obtained through teachers, academic advisors, grade-level remote learning facilitators, and the Distance Learning Coordinator.
- The first level of academic/content support should always be the class/course teacher.
- General questions about remote learning can be directed to the appropriate grade-level email address (kinbox@mvrcs.org, linbox@mvrcs.org, etc.).
- Questions may be escalated to myself at kwhite@mvrcs.org.

Technical Support
Technical support can be obtained via a dedicated email address (distancelearning@mvrcs.org).

Technology
The school will facilitate distribution of personal electronic devices to students, when needed, as requested through our technical support contacts. Please email distancelearning@mvrcs.org to request a personal electronic device.

Work Submission Methods
Via Microsoft Teams (Preferred) Students and parents/guardians may submit attachments and link files containing completed student work through the relevant Assignment within Microsoft Teams. The Assignments tab may be found within each Team (class). Please be sure the student work is being submitted to the appropriate Assignment.
**Via Office 365 (Sharing)** Students and parents/guardians may share Office 365 files (Word, Excel, PowerPoint) directly with teachers using the sharing functionality built into the platform.

**Via Turnitin.com** Some writing assignments, particularly for students in Grades 7 through 12, will be submitted via Turnitin.com. The teacher will specify when this is necessary.

**Via Email** Students and parents/guardians may submit scanned copies of completed work and/or attachments containing student work to the appropriate grade-level inbox below. MVRCS’s grade-level facilitators will ensure it is given to the relevant teacher(s) for assessment.

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<th>Grade</th>
<th>Inbox Address</th>
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- Remote learners will need to turn in assigned classwork daily. The deadline for daily classwork will be 11:59 pm. Homework will be due the next day by 9:00 am.

- Hybrid learners in Grades K-8 will turn in all classwork/homework the following day, when they are in school (Tuesday or Thursday for students who are in school on Monday/Wednesday/Friday).

- Hybrid students who are in school on Tuesday/Thursday will turn in classwork/homework on Tuesday (for Monday instruction) and Thursday (for Wednesday instruction). Because they are not in school on Monday or Friday, Tuesday/Thursday hybrid students will need to turn in classwork for Friday instruction via Microsoft Teams by Friday at 11:59 pm. Homework will need to be submitted by Monday at 9:00 am via Microsoft Teams.
**Live Assessments**
Remote learning students are responsible for taking all assessments that are part of the in-person learning model. Assessments will be timed and completed using one of the following methods.

**Microsoft Teams**
- Students will log into an Assignment to access the assessment
- Students will submit the completed assessment to the relevant Assignment

**Phone (Reading Mastery check-out tests)**
- The teacher and/or grade-level facilitator will contact the parent/guardian to establish a check-out schedule.

Thank you, on behalf our teachers and leadership team. We look forward to a successful school year! Please reach out if you have any questions or concerns.

Sincerely,

*Katie White*
Mrs. Katie White
Distance Learning Coordinator