



Guidelines for Students and Families- March 20, 2020

Parents/Guardians:

We want to thank you in advance for your support and collaboration as we develop a new type of partnership in education. We understand that learning at home may feel overwhelming. Please know that our staff is working to create a smooth transition for both kids and parents. We understand that parents are not trained as teachers and must balance caring for your children at home with work and life responsibilities. The following is an overview of plans in place to support learning at home. Please understand, we are not asking you to be the teacher, rather a continued supporter of your child's learning.

Learning at home will look and feel different than learning at school. Our teachers will be available via email and Google Hangout (video conferencing) to help students. What will be important at home, is to establish a schedule and routine for kids. We will provide you with some ideas and examples below. It is very important for kids to have as much of a sense of normalcy as possible during this time. Routines, schedules, reading together, talking, time for play, creativity, relaxing and household chores will be important in helping fill the day. More than anything, make this a positive time. Life may be scary for our kids right now, and for you and we hope we can help you enjoy this time together.

INFORMATION

- **Please update your information in Skyward.** Go to [Skyward Family Access](#) on our district webpage and update with a current family email, phone number and address.
 - Log in
 - In the top right corner of the screen, there is a “**My Account**” link.
 - Click this link and make sure the phone numbers and email address are accurate.
- If you need help with accessing Skyward contact Barb Jandrin via email. barbara.jandrin@trschoools.k12.wi.us

GOOGLE CLASSROOM

- **Google Classroom:** Students will access with their school email. Your child's email is their first name.lastname@trschoools.k12.wi.us
- We are working towards all teachers using this online tool. A variety of digital or traditional tools may be used for student learning, but all information will be available on Google Classroom.
 - Daily lessons will be available in Google Classroom by 8:00 am each day.
 - Teachers will be requesting communication or students to submit evidence of learning each day to verify their attendance.
 - If students need Google Classroom support, they should connect with their teacher by email. If technical help is necessary, the teacher can make a connection with our IT department.

- **Koenig & Magee Students (for the week of March 23):**
 - While teachers are establishing Google Classrooms, all students will receive Learning Packets. Those packets are in their material bags that should be picked up Sunday or Monday.
 - Teachers will establish a regular plan for communication.
- **For those without internet access:**
 - Learning packets will be mailed home weekly.
 - Teachers will work with individual students/parents to develop a regular plan for communication.
- **FREE INTERNET**
 - [Wisconsin Department of Public Instruction- Internet Offers and Resources](#)
 - Charter is offering FREE WiFi for 60 days. You simply need to call and have it set up. To enroll call 1-844-488-8395. Installation fees will be waived for new student households.
 - Nsight Teleservices is making internet service available free of charge to school-age children. Two free months of internet service will be available to students who reside in the Nsight Telservices service area and are new customers. To learn more or sign up, call 800-826-5215.
 - Also please feel free to contact your cell phone carrier as they are also opening up hot spots in different locations including your own phone.

TEACHER SUPPORTS FOR STUDENTS/PARENTS

- **All teachers will hold remote office hours.** Office hours are times when teachers will be at their computer and phone, and available by email, Hangouts, and Google Classroom.
 - These office hours will be communicated to students and parents.
 - Teachers will be monitoring student work throughout school day hours.
 - Teachers may choose to set up specific times for live discussions or sessions to connect with students on Google Hangouts Meet. When this happens, they will communicate that information to students.
 - Generally, staff will return communications within a 24 hour period on school days.
- **Communicate with teachers using email.** You can find contact information on the [Two Rivers Public Schools Website](#).
- **Reminder: **The Acceptable Use Policy (AUP) Damage and Lost/Stolen Device Policies will be enforced during Remote Learning. Please treat district devices appropriately****

SPECIAL EDUCATION SUPPORTS FOR STUDENTS WITH IEPs AND 504 PLANS

We are committed to ensuring students with IEPs and 504 plans have equal access to the same educational opportunities offered to all students during this time. To the greatest extent possible, each student with a disability will be provided the special education and related services identified in the student's IEP developed under IDEA, or a plan developed under Section 504.

- Special education staff will reach out to discuss how your child's learning will be supported, how IEP services may be affected and/or provided virtually, and to set up a communication plan with you during the closure.

- After the extended digital learning, we will review how the closure impacted the delivery of special education and related services for your student at your request.

If you have concerns after being contacted by your child's school special education staff, we will be available to assist you with any concerns or questions at that time. This is new for all of us and we desire to work with you to problem-solve together.

Please contact me at bridgett.klein@trschoools.k12.wi.us or (920)793-4560 ext. 6504.

HEALTHY SCHOOL/HOME BALANCE

Examples of daily routines:

- [Routine 1](#)
- [Routine 2](#)
- [Routine 3](#)

SUPPORT FOR STUDENTS

- [Google Classroom Tutorial for Students](#)
- [Google Hangouts Meet for Students and Parents](#)

SUPPORT FOR PARENTS

- [A Parent's Guide to Google Classroom](#)
- [Google Hangouts Meet for Students and Parents](#)
- [Common Sense Media Resources](#)
- [Centers for Disease Control and Prevention- Information About Coronavirus](#)
- [How to Talk to Your Kids About Coronavirus](#)
- [Talking to Children About COVID-19 \(Coronavirus\): A Parent Resource](#)
- [Centers for Disease Control and Prevention- Managing Stress and Anxiety](#)

SUPPLEMENTARY LINKS FOR PARENTS (FREE RESOURCES FOR LEARNING)

- [Free Education Apps and Websites](#)
- [Apps to Help Kids Stay Focused](#)
- [#remoteScreenTime](#)

[FREQUENTLY ASKED QUESTIONS \(on district web page\)](#)

Contact Information

ALL STAFF email addresses can be found on the [district website](#).

Koenig Elementary	dana.mclinn@trschoools.k12.wi.us - Principal james.milske@trschoools.k12.wi.us - School Counselor
Magee Elementary	chad.bauknecht@trschoools.k12.wi.us - Principal mary.boehlke@trschoools.k12.wi.us - School Counselor
L.B. Clarke Middle School	timothy.wester@trschoools.k12.wi.us - Principal alex.ourada@trschoools.k12.wi.us - Associate Principal devan.scherer@trschoools.k12.wi.us - School Counselor jennifer.wagner@trschoools.k12.wi.us - School Counselor
Two Rivers High School	craig.rysticken@trschoools.k12.wi.us - Principal brian.gallagher@trschoools.k12.wi.us - Associate Principal katie.wilsmann@trschoools.k12.wi.us - School Counselor james.dahl@trschoools.k12.wi.us - School Counselor
District Office	lisa.quistorf@trschoools.k12.wi.us - District Administrator bridgett.klein@trschoools.k12.wi.us - Director of Pupil Services