Hello Parents/Guardians,

My name is Mrs. Williams. I will be the lead teacher in your student’s classroom this year. Ms. Nicholson will be the support teacher this year. I would like to welcome you to our class! I believe that we are all a team when it comes to your child’s education, and we look forward to working with you.

The school district will be using a new digital platform to help facilitate learning this year. Once I have gone through all of the training and added everyone to the new platform, I will send more information. We will also be using familiar digital platforms such as Google Classroom, Zearn, i-Ready, and a few others.

Expectations during distance learning will be as follows:

* Access a fun, interactive, virtual classroom on Google Classroom! This will have log in information, fun links, and our weekly announcements.
* Phone/Email/Other contact will be made daily with Ms. Nicholson or myself.
* Instruction will be given daily through online video conferencing (such as Zoom) or via pre-recorded videos.
* Students are expected to wear appropriate clothing when participating in live video conferencing, and to be in a quiet area ready to learn.
* Daily instruction will be broken into blocks to allow for break time and one-on-one instruction. I will attach a sample schedule below.
* There will be daily assignments given through the new digital platform.
* Fun activities can be earned each week based on positive behavior and assignment completion.

Expectations when returning to school will be as follows:

* Daily point cards will be sent home that describe how many points your student earned for positive behavior and goals met. This form can be used to communicate with the teachers and should be signed and returned the next day.
* Weekly announcements will continue to be posted to the virtual classroom, and they will be emailed every Monday afternoon.
* The schedule will be similar to our distance learning schedule so that students know what to expect.

Thank you for taking the time to learn all about our classroom and how your student will participate in our classroom community. I look forward to working together to make this the best year ever! If you have any questions, you can email me at [heather.stewart-williams@sccpss.com](mailto:heather.stewart-williams@sccpss.com). I can also be reached at (912) 497 – 5717 during school hours (8 am – 4 pm). ‬Thank you, and I will see you soon!

Heather Stewart-Williams

Elementary Teacher

Coastal Georgia Comprehensive Academy

Sample Schedule for Distance Learning:

8:00 – 9:30 am Office Hours for Mrs. Williams

9:30 – 10:00 am ELA: Phonics/Reading

10:00 – 10:30 am BREAK/One-on-one availability

10:30 – 11:00 am ELA: Language and Grammar

11:00 – 11:30 am BREAK/One-on-one availability

11:30 – 12:00 pm Specials (P.E./Computer/Art/Music)

12:00 – 1:00 pm LUNCH

1:00 – 1:30 pm Math

1:30 – 2:00 pm BREAK/One-on-one availability

2:00 – 2:30 pm Social Studies/Science (alternating)

2:30 – 3:00 pm BREAK/One-on-one availability

3:00 – 4:00 pm Office Hours for Mrs. Williams