

April 20, 2020

Dear Families,

Hello from the Fifth Grade teachers! We hope this letter finds you all happy and healthy. We are writing to help families understand what the rest of the 2019-2020 school year will look like. We are following OSPI guidelines to implement a Distance Learning platform and we are hoping to make this transition as painless as possible. A majority of our distance learning will utilize technology. It will look differently to those that do not have access to technology. Students will need to be accessing their school district email and Office 365 account (logins provided at bottom).

Our platform for Distance Learning is **Microsoft Teams**. This is where lessons/activities will get posted and where students can connect with us to answer questions. Microsoft Teams is found in their Office 365 account. Students have used Office 365 throughout the school year, so they should be familiar with it. They can access Teams from a computer or download the Teams app to a device. All work will be done thru Teams, students won't need to print anything.

We will drop weekly lessons/activities into Microsoft Teams at **3pm on Fridays** for the following week. Students without access to technology will continue to receive paper/pencil versions.

We will also have office hours twice a week in Microsoft Teams. This will provide students and teachers an opportunity to talk face to face and for students to talk to each other. No new learning will take place during office hours, but it is a time for students and teachers to connect with each other. Office hours for all fifth grade teachers will be **MONDAYS 10-11 and THURSDAYS 1-2**. These meetings will take place in Teams using Zoom.

This new platform is set to begin the week of April 27, which means our first drop will be Friday, April 24 @ 3pm. Please be patient as we all navigate distance learning together.

Mrs. Picard
Mrs. Chesledon
Mr. Clark

OFFICE 365 STUDENT LOGIN STEPS:

----->Go to www.oksd.wednet.edu and click on Office 365 portal

----->or download Microsoft Teams app to device

----->enter email address: _____

----->enter password: _____

As a reminder to students, from the district's Acceptable Use Policy, that was signed at the beginning of the school year.

*"Users are responsible for **appropriate** behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are public. General school rules for behavior and communications apply. It is expected that users comply with district standards, rules and guidelines below. The use of the network is a privilege, not a right, and may be revoked if abused. The user must also understand that use of the school computer network is for educational purposes only. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The users are advised never to access, keep, or send anything that they would not want their parents or teachers to see."*