



Tom Reed-Swale, Principal Bethany Community School

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Dear Remote Learning Families,

These past few weeks have been quite complicated for BCS. The combination of recreating an in-person environment, upending nearly every major protocol that we have in the building, along with creating a new model for in-person learning and remote learning at the same time has been extremely challenging.

In talking, texting, and emailing with many families, I am aware of the difficulties that remote learners are facing. Additionally, in discussions with our staff, I am also aware of the toll that this process is taking on the professionals at BCS.

After reflecting on all these conversations, I am sharing an update to our expectations and procedures for remote learning. Below is a comprehensive list so that we can all be on the same page. Should we make any changes to these procedures and expectations, I will communicate those to you.

- Teachers will log onto a video call for Morning Meeting & Social-Emotional Learning daily.
- Teachers will log onto lecture/presentation mode for mini lessons for all subject areas.
- Teachers will post assignments on Google Classroom. Assignments may include but are not limited to: pdfs/worksheets; reading assignments; etc.
- Students are expected to log onto all live calls and lessons as well as complete all daily assignments.
- Students are expected to work in a common area of their home with their video on, their sound muted unless unmuted by a teacher, and remain focused on the instruction presented.
- Students can comment on GoGuardian Chat or Google Classroom.
- Students can send private comments to teachers on Google Classroom if any questions arise.
- Teachers will respond as soon as possible, however, please know that it might be after class.
- Students should follow up with any questions about learning with their remote learning teacher.
- Families can email the teacher with questions, concerns, or comments, but should not use any chat or Google Classroom forums.
- Teachers will respond to emailed comments, questions, or issues from families within 24 hours
- Questions or emails received over the weekend or on Friday evenings will be responded to on the following school day.
- Please note, the schedule is flexible due to needs of the class and live sessions may be delayed, ended, or cancelled due to unforeseen needs within the classroom or school.



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- We are asking for the bus stop theory of logging on. Students are expected to be prepared to log on 10 minutes before and after the scheduled time.
- At this time, lessons and sessions will not be recorded by school staff and should never be recorded by families or students.
- At this time when there is a substitute teacher, work will be posted on Google Classroom for remote students and there will be no live lessons shared that day.
- If a class or teacher is not available, remote learners should revert to work shared on Google Classroom.

While I recognize that these expectations may present some challenges to our remote learners, we must remain focused on both the quality of instruction that we deliver to our students and the resources we have available to us at BCS.

Please feel free to contact me via email treed-swale@bethany-ed.org or on my cell phone 860-933-2381 if you would like to discuss it further.

All the best,

Tom Reed-Swale