

## Parent and Student communications.

Good Morning,

We hope the first weeks of remote learning have been going well for you, our students, and your supportive parents/ guardians. As we have said from the start, this whole experience is new to all of us and as the situation evolves, we have adapted and changed practices. At the start, we anticipated an academic plan for just two weeks with the hope of getting right back into the swing of school. In light of the extension to remote learning beyond our plan, we are looking to honor the requests of teachers, students, and parents to allow for more interactive experiences. At this time, we are providing an additional opportunity for professional staff to have optional 'live' class settings to facilitate classroom discussions.

The Timberlane Teachers Association and the Timberlane Regional School Board have reached an agreement to offer video-conferencing as an optional remote learning tool for our Professional Staff through a Memorandum of Understanding Regarding Videoconferencing in Remote Learning. This document stresses that the "utilization of videoconferencing by TRSD teaching professionals shall be voluntary and based solely on the decision of the individual teaching professional to use videoconferencing to supplement remote learning lessons in any of all of their classes." Based on this agreement, professional staff members may choose to use video-conferencing to provide opportunities for class discussion, question and answer sessions, or remote support. These sessions will not be used for the delivery of new content or instruction.

1. Professional staff may continue to create pre-recorded screen-cast lessons on approved applications. This is an approved method to deliver direct instruction and new content through video.
2. OPTIONALLY, professional staff may use live time video-chat with students through ZOOM **only**. This ZOOM conference option is to be used only for discussion or question and answer sessions, this is not a platform for direct instruction of new content, as all students may not be able to participate in the live session.
  - a. These live video-chats can not be recorded by anyone (teachers, students, parents, etc.) Anytime that staff and students use live video-conferencing, it is against the law to record without the consent of all participants.
  - b. To participate, students must have a signed permission slip. A link to each school's permission slip for video-conferencing was sent to parents on Monday, March 30. Professional staff will review responses to these forms to ensure parental permission before allowing students to enter into a live video-conference.
3. Professional staff have been asked to respect the students' time and family situations and not penalize students for things like lack of internet, having to care for a family member, etc. Therefore these 'live' sessions are optional for students to attend.
4. Students and parents must be aware of the the following law regarding the recording of remote interactive lessons:

"New Hampshire's criminal laws (N.H. Rev. Stat. Ann. § 570-A:2:) prohibit you, or anyone from making an audio recording without the consent of all participants in the class or session. We ask that parents or others in the house respect the privacy of other children in the group by not recording or photographing the classes or session and by viewing the screen only to the extent necessary."

5. The use of video-conferencing is optional. Professional staff will communicate with students if and when they schedule a video-conference session.
6. If professional staff choose to use these live sessions, it is expected that they will be scheduled to occur in accordance with the guidelines below:
  - a. For elementary, the scheduling will be flexible and take place between the hours of 9:30-2:30.
  - b. At the secondary level, to avoid potential scheduling conflicts for students, all sessions will be scheduled during the normally scheduled class meeting time, based on the A/B day calendar rotation, in accordance with the modified 2-hour delayed opening schedule for TRMS and TRHS (attached at the end of this document).
  - c. Please note that these live chats do not have to take the full amount of time allotted for each class period. The frequency and duration of these meetings is up to the teacher.
  - d. Because these are not required for students, students will have the ability to come and go during the session.

# TRMS & TRHS Modified 2-Hour Delay Schedule for Optional Video-Conferencing

The secondary schedules below have been developed in accordance with previously-established TRMS and TRHS building-level schedules for a 2-hour delay. Each day will operate in accordance with the Block A/B-Rotational District Calendar, as published on the TRSD website:

<http://www.timberlane.net/wp-content/uploads/Calendar-2019-20-Block-A-B-Day.pdf>.

This A/B Block rotational calendar for the months of March through June has been included below: **Block A Day** / **Block B Day**

<b>March</b> (21)	2 9 16 23 30	3 10 17 24 31	4 11 18 PD	5 12 19 26	6 13 20 27	<b>May</b> (19)	4 11 18 X	5 12 19 26	6 13 20 27	7 14 21 28	X 8 15 ER 29
<b>April</b> (18)	6 13 20 X	7 14 21 X	1 8 15 X	2 9 16 23 X	3 10 17 24	<b>June</b> (12)	1 8 15 X	2 9 ER X	3 10 X X	4 11 X X	5 12 X X X

## TRMS

Grade 6		Grade 7		Grade 8	
9:45-10:20	OB / WL	9:45-10:55	Core 1	9:45-10:20	UA 1
10:20-11:30	Core 1	10:55-11:30	UA 1	10:20-10:55	UA 2
11:30-11:55	Lunch Break	11:30-12:05	UA 2	10:55-12:05	Core 1
11:55-1:05	Core 2	12:05-12:40	OB / WL	12:05-12:30	Lunch
1:05-1:40	UA 1	12:40-1:05	Lunch Break	12:30-1:40	Core 2
1:40-2:15	UA 2	1:05-2:15	Core 2	1:40-2:15	OB / WL

## TRHS

9:20-10:20	Block 1
10:25-11:25	Block 2
11:30-12:00	Lunch Break
12:05-1:05	Block 3
1:10-2:10	Block 4