

April 8, 2020

Dear FACTS Families,

Since our school closed, FACTS staff members have been working to create solutions for how to continue to educate our students. Our staff has been learning to use on-line tools while at the same time surveying families' needs and putting needed priorities, policies and processes in place for remote learning.

FACTS'S PRIORITIES during this school closure are:

- To support the well being of students and staff;
- To maintain our school culture to the extent possible under current conditions;
- To create equity in access to education that recognizes the limits of families' home technology and the varying degrees of parents' capacities to assist and support in their student's learning through the course of the day;
- To continue to provide Special Education supports, physical therapy, occupational therapy, and speech therapy to the extent possible under current conditions;
- To reduce the amount of learning loss likely to occur while students are away from full day school through review and enrichment;
- To keep all students reading (each grade has a specified number of minutes per day);
- After a period of Review and Enrichment, to begin delivering new instructional content.

This packet includes:

- What You Need to Know About Instruction and Expectations of Your Student
- What You Need to Know About FACTS Loans of Technology to Families
- What You Need to Know about FACTS Student Emails and Accounts

We thank you for your patience during this time of sadness and stress. We miss your children and are looking forward to the day when we can be back in school together.

All our best,

Pheng Lim  
Principal

Ellen Somekawa  
Executive Director

## What You Need to Know about Instruction and Student Expectations

### FOUR CORE PRIORITIES FOR DISTANCE LEARNING:

FACTS has been working towards building trauma informed approaches into our school curriculum and practice. During this time of unpredictability and stress, it is more important than ever for FACTS to continue to use these approaches. We are applying four core priorities for trauma informed distance learning:

- Predictability: creating new routines
- Flexibility: recognizing that different students will have different needs while learning from home
- Connection: continued emphasis on building relationships and building community
- Empowerment: giving students the tools to think about, “how am I impacting the world around me?”

STUDENT EXPECTATIONS DURING CLOSURE vary by grade level:

#### Middle School (Grades 6, 7, 8):

- Higher expectations and demands are possible for our Middle School students who are able to work independently on computers.
  - Middle School students will have priority for borrowing a Chromebook if their family does not have a computer in their home.
  - There will be interactive online classes at specified times of the day. In addition there will be lessons and activities that can be worked on independently.
  - Homework submission may be required more frequently than once a week.

#### Students in Grades K-5:

- For students in grades K to 5, teachers will provide lessons, activities, and learning resources that students can access at times that work for their own family (asynchronous learning).
  - Direct instruction will be delivered on SchoolTube (a video sharing platform that protects students from inappropriate ads or suggested videos). Students and parents may view these videos when they are able.
  - SchoolTube videos can be watched on a smartphone or tablet.
  - Homework will be due once a week to allow for accommodation of different families' schedules.
  - Activities will be designed in such a way that does not require that families have access to printers.

All Students (Grades K-8) are expected to:

- Spend some time on school work every day
- Read every day

- Participate in Morning Meeting, Social and Emotional Learning lessons and other teacher-led activities (when possible)
- Turn in work when required by the teacher or communicate with the teacher the reasons for lateness
- Respond when teachers are taking attendance

## STUDENT SCHEDULES

Schedules will be designed based on age/grade, online access equity, such as families sharing devices, family home circumstances, and content priority and urgency. FACTS will be using both asynchronous (students can log into pre-recorded lessons anytime) and synchronous (students are to report at a scheduled time for a live lesson) methods of delivering lessons. Families and students will receive a schedule for your child's grade. Depending on the grade level your child will be scheduled for class of a minimum of 20 min. to a maximum of 3 hours daily. These hours do not include daily required reading.

## GRADING AND ASSESSMENT

Teachers will be assessing the progress of students during distance learning. Guidelines on grading are expected from the PA Department of Education. FACTS awaits the guidelines and will provide more details.

## HOMEWORK

Homework will follow guidelines directed by the Principal. Homework will be designed to consider the circumstances and constraints students and families may be under. Homework must be accessible, meaningful, and serve as reinforcements of taught content and skills.

## ATTENDANCE

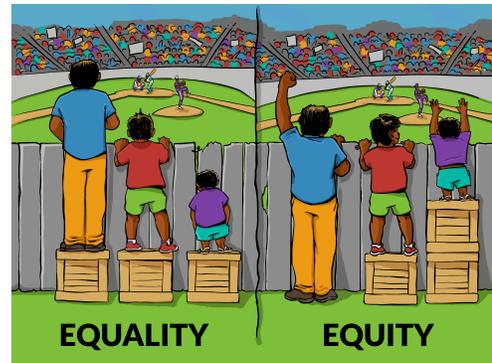
Attendance will be factored into the child's report. Attendance will systematically be collected by teachers for all courses enrolled.

## What You Need to Know About FACTS Loans of Technology to Families

### FACTS PRIORITIES AND TIMELINE FOR THE DISTRIBUTION OF TECHNOLOGY:

FACTS has procured a limited quantity of technology devices that need to serve our entire community. Our Technology Manager is working tirelessly to set up these new devices, but this process requires time.

We recognize that many, if not all, families would benefit from having additional electronic devices to use at this time. However, we are asking that families respect FACTS's priorities for technology distribution which are based on principles of equity.



FACTS is not able to provide all families with technology assistance. However, FACTS has worked to secure resources and to design instruction with the goal that all students will be able to access the lessons, activities, and resources that we are providing to their grade level.

#### For Distribution the Week of April 20:

*First Priority:* to ensure that every family has access to the internet & has access to at least one device other than a phone.

- Any family who does not have internet service at home will be loaned a device that will connect them with the internet (wifi hotspot).
- Any family who does not have a tablet or a computer will be loaned either a tablet or a Chromebook.

*Second Priority:* ensure that any family with a student receiving physical therapy, occupational therapy or speech therapy has access to a device that allows them to access teletherapy services (provided that the family is offered, and approves, of this mode of therapy).

- Any student needing teletherapy services who lacks a device that allows access to those services will be loaned a tablet or Chromebook.

*Third Priority:* to ensure that all middle school students have a computer at home during the closure.

- Any family that currently has only a phone or a tablet will be loaned a Chromebook if they have a 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student.

#### For Distribution the Week of April 27:

*Fourth Priority:* to ensure that all middle school students have a computer available for their use during live classroom lessons.

- Any 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade student that currently has a computer in the home but who is unable to access live lessons being delivered via Zoom due to competing for time on their home computer with multiple users may, on a case-by-case basis, be loaned a Chromebook.

*Fifth Priority:* to increase access to technology to families who have internet access and at least one tablet or computer but who have multiple students needing to use devices.

- Any family that currently has a computer or tablet in the home shared among multiple users, may, on a case-by-case basis, be loaned a tablet or a Chromebook. Families with students in K to 5<sup>th</sup> grade will have lower priority than those who have students in 6<sup>th</sup> to 8<sup>th</sup> grade.

#### TECHNOLOGY DISTRIBUTION: WHAT TO EXPECT:

##### Week of April 13:

Notification will go out to families who are eligible to receive a technology device (Chromebook, tablet, or wifi hotspot) for the first distribution the week of April 27. If you are offered the opportunity to borrow any device(s) from FACTS, you will be sent a Technology User Agreement and instructions for how to pick it up and how to return it.

##### Week of April 20:

Notification will go out to families who are eligible to receive a technology device (Chromebook, tablet, or wifi hotspot) for the second distribution the week of May 4. If you are offered the opportunity to borrow any device(s) from FACTS, you will be sent a Technology User Agreement and instructions for how to pick it up and how to return it.

##### Week of June 8:

All devices that are loaned out by FACTS must be returned to FACTS by June 12.

## What You Need to Know About Student Log In Information

### STUDENT EMAIL ACCOUNTS:

- Every FACTS student is being issued a school email address (username@factschool.org).
- These email accounts are to be used for logging onto SchoolTube and other specific online applications and platforms.
- Student email addresses were created to protect the identity and privacy of students and families. Each account will include the student's initials and the last four digits of their FACTS Unique ID number (the same number as is used for Portals).
- Student email accounts will allow students to email others with factschool.org addresses, but they will not be able to email others outside of the FACTS community.
- Families will be given their student's email address along with a generic password. **Please immediately log in and change your student's password to something more secure.**
- Students should be reminded not to share their log in information with other people. This is important to avoid another student logging in as your student. If any misbehavior occurs on your student's account, your student will be held responsible.
  - Please talk to your child about the consequences of sharing their log in information. For example, imagine if another student has your child's log in information and emails another FACTS student with bullying or harassing comments, using your child's email account. FACTS would hold your child responsible for this bad behavior.

### NOTE ON ZOOM HACKING:

FACTS is aware of the concerns over hacking and meeting crashers that have occurred over Zoom. We have created guidelines for staff to protect against this. These include requiring a password, insuring the teacher maintains control over who enters the meeting and maintains control over screen sharing, etc.