



March 18, 2020

Dear Parents/Guardians:

We have no school, but we have each other.

Taking in lots of information at once, especially when that information is new to us, can be overwhelming even for the most technologically-savvy of us. It also requires each of us to do things differently than we have ever done before or to learn new skills in a short amount of time. Let's be aware of these different emotions and responses, and show each other the kind of support and care that is characteristic of The Winston School community.

Reminders

Students

The first steps for students are to check what their teachers are expecting of them on Unified Classroom. Teachers will direct them to use any of these platforms. Every day students should:

- Check Winston email
- Check Unified Classroom
- Check the [school](#) website

Teacher-to-Student Communications

1. [Unified Classroom](#)
2. Class Pages + Discussions
3. Your Winston email
4. Google Hangouts (free app)
5. Microsoft Teams (free app)
6. Zoom for classroom instruction and discussion (free app)
7. The Winston School [website](#)

Expectations

Students

Online Video Chat Policies

~Be respectful :)

~Stay muted unless you have a question

~This is for students to participate and not for parent interaction

~Please email teacher with questions that only pertain to you

~Only use your Winston email for Winston-approved chats.

~Chats with friends can take place with personal emails

We ask students not to use their Winston email accounts for student-only Google Hangouts. Students may use their personal Gmail accounts that are not related to The Winston School. The school is not responsible for any student-to-student contact utilizing this app.

Parents

Please see the [attached schedule](#), which is subject to change, depending on staff availability due to illness or caring for their family. We ask for everyone to be flexible. No student will be penalized at this time if they are unable to get access to their work or are ill.

During the structured academic time (blocked Class Periods 8:00 a.m. - 10:30 a.m. and Office Hours 12:30 p.m. - 2:30 p.m.), students should be working on assignments and activities posted by their teachers. Students should be checking in with their teachers and asking questions. These times are set aside for teacher-to-student communication only.

Please, we ask that you guide students to follow the structure and support. Please do not do their work for them. Parents cannot participate during online sessions with students and teachers. We are working hard to ensure the work we are posting is feasible and enriching for all of our students. If you have any concerns, please contact me at denah@thewinstonschool.org

If your student is not using any of the applications or communication appropriately or responsibly, there will be direct communication with the family. Our staff is working very hard to work with all of our students. We will not allow students who are violating this policy to remain on the application.

A plan for parent/guardian office hours will be coming soon.

Students or parents can contact the following staff members if you have specific questions or need support. If prompted to leave a message, please leave the number where you can be reached. You may not receive an immediate response as our staff is working diligently to support everyone. Currently, we are receiving hundreds of emails a day and we will respond as soon as we can.

- Mrs. S-T (post-secondary, calendar/events, grades/transcripts, curriculum, assignment questions) marys@thewinstonschool.org, 619-797-6882

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- Mrs. Garrison (curriculum, instruction, assignment questions) kelsey.garrison@thewinstonschool.org, 619-800-2551
- Ms. Vits (technology support, assignment questions) kayla.vits@thewinstonschool.org
619-354-9633

Please know that if overstepping of boundaries occurs, there is a chance your student will be asked not to be a part of the distance learning opportunity.

We appreciate everyone for being positive in this challenging time, as well as everyone's flexibility. We continue to ask for your cooperation in abiding by these boundaries.

Lastly, we have received questions as to the reason we are not using one platform for all remote learning opportunities. Due to the functionality issues associated with each platform and in the event of failure, we are providing multiple areas of access. For example, PowerSchool is experiencing technical issues that are not within our control; therefore, flexibility is imperative.

Thank you and well wishes for all!



Dr. Dena Harris
Head of School & Executive Director