

Dear Murray Avenue Families:

Thank you for your support with our [LM Learns!](#) distance learning plan. We have been working with teachers and families to continue to find additional ways of supporting our students through this process, and we are making some adjustments to our schedule and increasing synchronous learning opportunities. These changes will go into effect starting **Monday, April 27, 2020**.

Here are the Important Changes:

-We believe a schedule attached to a day of the week rather than a rotating letter day will help our students better organize themselves. Each grade level's schedule is represented below in chart form.

-No new work will be posted on Fridays, which should allow students to finish assignments as well as get additional help from teachers if needed.

-Assignments will be due by midnight the next day so students can better manage their time and keep up with assignment completion. For example, work assigned on Monday will be due by midnight on Tuesday. Originally, students had three days to complete work which was resulting in a build up for some students. We believe this adjusted timing will help with this. This change is based on feedback from teachers and families.

-Fridays will include synchronous office hours for teachers with options for supporting students. Options on Fridays will include what would typically be available during WIN when we are in school: small group sessions, check ins with individual students, or appointments/conferences with parents.

-Google Meet will be used for video conferencing with students. Here is a link to a video tutorial if you need assistance helping your child with Google Meet: [How Does My Child Join a Google Meet session?](#)

As we move into more synchronous ("live") learning opportunities, we want to inform families of some important guidelines. We expect that families will review and implement the guidelines and expectations listed below to ensure that the confidentiality and privacy rights of all students are protected during small group and individual communications.

We want to thank you for your continued support and for all you are doing to assist your child at home with distance learning. We know this is challenging, and we are here to support your family. Please reach out to us if we can be of assistance.

Sincerely,

Jennifer Dilks, Principal

Guidelines for Families for Synchronous (“Live”) Learning

The Lower Moreland Township School District is making reasonable efforts to ensure that synchronous (“live”) distance learning is secure and access is limited to individual families or students specifically assigned in a group. Please note, lessons will be provided in a group format and when this occurs students will be able to see other students in the group.

In addition, the LMTSD is unable to control who else may be in the room in which a student is receiving these lessons remotely, including other family members or others who are living with the students.

Parents shall make every effort to ensure that no one other than the student/parent scheduled to participate in the synchronous lesson is present.







Parents/students are not permitted to make or maintain recordings/screenshots of course content, classroom activity or other group communication that is conveyed via synchronous distance learning.

Parents/students shall participate in a quiet space, with a solid wall in the background in order to limit movement and disruption from the home environment.

Teachers/counselors will inform parents by email when they invite students to a synchronous session, either group or individual, outside of posted office hours.

Video conferencing with individual students will be recorded and those recordings will be maintained by LMTSD for the safety of students and staff. Small group and whole class sessions will not be recorded.

Reminders for Students

	Get Ready <ul style="list-style-type: none">• Gather your materials: device, papers, pencil/pen• Find a spot without distractions• Be on time
	Consider Privacy Issues <ul style="list-style-type: none">• When you participate in a video meeting, you are providing a view into your home• Please think about what is behind you and what may come into view during the meeting• Do not screenshot or record anything during the meeting
	Using Your Mic <ul style="list-style-type: none">• Always unmute yourself when you want to talk, then mute again• Select the mic button on the bottom of your screen• Pause for a moment to allow for any audio delays• Remember, unmuted microphones will pick up side conversations and other noises in the room
	Using Your Camera <ul style="list-style-type: none">• Select the camera button on the bottom of your screen to turn it on and off• If your camera is off, you might need to say who you are when you talk
	Be Engaged <ul style="list-style-type: none">• Nod or do “thumbs up” when others are talking• Use the chat when contributing to the class, but think before you type, just like you would think before you talk• Raise your hand to share ideas and the teacher will ask you to unmute yourself• Take notes on paper or in a doc during the meeting
	Be Appropriate <ul style="list-style-type: none">• Be respectful and patient• Dress appropriately as you may be on camera and seen by others• Always behave as if your camera and microphone are on• If it wouldn't be appropriate in the classroom, it isn't appropriate in the meeting

Murray Avenue School Schedule

We will be running a four-day letter day schedule. Students will have assignments posted according to the schedule below.

Grade 6:

Grade 6				
Monday	Tuesday	Wednesday	Thursday	Friday
Day A	Day B	Day C	Day D	Academic Support
Period 1	Period 2	Period 1	Period 2	Synchronous Teacher Office Hours
Period 3	Period 4	Period 3	Period 4	Synchronous Small group intervention sessions
Period 6	Period 7	Period 6	Period 7	Virtual Conferences
Period 8 Phys. Ed	Period 8 Music	Period 8 Art	Period 8 Trimester Class Currently Scheduled	

(Information in this section has NOT changed from our previous schedule.)

Encore (specials) teachers will post lesson assignments according to this schedule. For example, while a student may normally have art class scheduled on an “A” Day, he or she should visit their Google Classroom on Day C for Art class work.

Grade 6 students’ intervention/enrichment period (known as I/E) occurs during the math block.

Students who have a scheduled intervention or gifted enrichment during the I/E period should complete posted work during their regularly scheduled I/E period. For students with math scheduled periods 2,4, or 7: This 55 minute period will be broken into 35 minutes of math and 20 minutes of I/E time.

- Students **without scheduled services** during I/E should use the time for independent reading.
- Gifted /Special Education/Reading Intervention will post on Day B only (assignment will be worked on on Day D as well).
- Math Intervention will be delivered through iReady and assigned through classroom teachers and not scheduled as a separate intervention (embedded in math class).
- Special Education teachers will communicate directly with families about students with interventions on their caseload.
- Special Education students who receive Resource Room support during I/E or WIN should check their Resource Room teacher’s Google Classroom for posted activities (Ms. Jacaruso, Ms. Cerruti, or Ms. Hutchings).

Grades 7 & 8:

Grade 7				
Monday	Tuesday	Wednesday	Thursday	Friday
Day A	Day B	Day C	Day D	Academic Support
Period 1	Period 5	Period 1	Period 5	Synchronous Teacher Office Hours
Period 2 Encore	Period 2 Encore	Period 7 Encore	Period 7 Encore	Synchronous Small group intervention sessions
Period 3	Period 8	Period 3	Period 8	Virtual Conferences
Period 4	Period 9 WIN (ACE day) Interventions Period 9 WIN Gifted (AB Days)	Period 4	Period 9 WIN (BDF day) interventions	

Grade 8				
Monday	Tuesday	Wednesday	Thursday	Friday
Day A	Day B	Day C	Day D	Academic Support
Period 1 Encore	Period 1 Encore	Period 6 Encore	Period 6 Encore	Synchronous Teacher Office Hours
Period 2	Period 7	Period 2	Period 7	Synchronous Small group intervention sessions
Period 3	Period 8	Period 3	Period 8	Virtual Conferences
Period 5	Period 9 WIN (ACE Interventions)	Period 5	Period 9 WIN (BDF interventions) 9 WIN (Gifted CD & EF)	

(Information in this section has NOT changed from our previous schedule.)

Grades 7 and 8 WIN Information:

- Students without scheduled interventions should use the time for independent reading.
- Students who have interventions regularly scheduled on ACE days will have work posted on Day B.
- Students who have interventions regularly scheduled on BDF days will have work posted on Day D.
- Special Education students who receive Resource Room support during WIN should check their Resource Room teacher's Google Classroom for posted activities (Ms. Matecki, Ms. Catalano, Ms. Cerruti, or Ms. Hutchings).
- Gifted Enrichment for Grade 7 will post on Day B.
- Gifted Enrichment for Grade 8 will post on Day D (groups CD and EF).