

April 6th, 2020

Dear Parents/Guardians and Students,

WELCOME to our Spanish 2B Non-Traditional Instruction (NTI) Class! The purpose of this letter is to help you understand how my course is going to work on this new NTI system and hopefully, answer some of the questions or concerns you may have. I'm very excited to have the opportunity to continue to work with you during this unprecedented time. While I love to spend time with my family, I also have missed greatly interacting with my students on a daily basis. I hope you are safe at home and ready to start on this new adventure. Surely, this is all new to us; therefore, I would like to ask you to be patient and flexible the same way I would be with you. If after reading this letter you still have questions, don't hesitate to contact me via email at maria.rosales@jefferson.kyschools.us or by google voice.

GOOGLE CLASSROOM

This is the platform students will use to complete any assignments scheduled for the class. There are two tabs at the top that I would like to bring to your attention. The **STREAM** tab is where students will see the assignments and announcements I will be posting for the class. The posts in this section will be organized from most recent at the top to the earliest at the bottom. It is important students check this tab especially for announcements. The other one is the **CLASSWORK** tab. I highly suggest students to use this tab to access the assignments they will be required to work on during this time. I divided this section by topics (NTI Week#1, #2, etc.), in other words, it is divided by week. **Each week, students will complete the work that is listed under that topic by 9:00 p.m on Friday of that week.**

ATTENDANCE

This is going to be very interesting. We are still required to record attendance as we would normally do on a regular school day. In my class, I will be recording attendance by the completion of assignments. Among the assignments listed for each week, there is one activity titled ATTENDANCE. **Students will be required to complete ALL tasks in each NTI Week topic in order to be counted present for the week.** If students fail to comply with this, I will be communicating with parents/guardians and school administration.

GOOGLE MEET

There is nothing like being in the classroom helping students with questions and concerns that they may have, yet, we can't do that. Nevertheless, I would like to be accessible to my students as much as possible. Therefore, I will be using, along with other modes of communications (phone, emails, etc.), this tool provided to us that many other teachers nationwide are also using. Google Meet is an application that allows people to communicate like Facetime. **I will be holding virtual office hours on Mondays and Wednesdays from 2 - 4 p.m. EST.** Students will have the opportunity to ask questions about materials or assignments they may be struggling with. I will post every week the link that students can use to join me live for questions.

EXPECTATIONS FOR STUDENT IN OUR NTI VIRTUAL CLASS

1. SHOW RESPECT TO YOURSELF AND OTHERS.

a) My class is a safe environment to facilitate the learning of a World Language. It is imperative that your conversation and behavior when interacting with each other is appropriate and respectful.

2. ACTIVELY PRACTICE SPANISH.

a) Maintain an appropriate learning position. Students need to be engaged as much as possible and complete all assignments on Google Classroom.

b) Choosing not to participate will impact your attendance since completion of assignments will be an indicator of “being present”.

3. ACCEPT PERSONAL RESPONSIBILITY FOR SUCCESS.

a) When students have a question, please communicate with me. I can be reached via Email or Google Voice.

I know that all this is very different to what we are used to but let's make the best out of it! I'm here to answer any questions or concerns you may have. Feel free to contact me at any time, I will do my best to respond back within a couple of hours when possible.

Best regards!

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