

Good morning Jacobson Tech High families,

This is Mr. Wolfenden, Assistant Principal at Richard O. Jacobson Technical High School. This message is rather lengthy and provides a lot of information. An email will go out with a transcript of this call-in order to provide the best communication possible. Please contact me if you encounter any difficulty in receiving communications from us.

We hope you are doing well, staying healthy, and preparing to start the 4th grading period in a digital format starting **Monday, March 30th**. We are all working hard to adapt to our new way of work and this communication will hopefully provide some answers to questions you may have. Before I share these important points, I'd like to just say that I am so proud of our staff, students and families for the flexibility and attention to best practices that we have seen and will continue to see throughout this challenge. We are pioneers in this circumstance and working together, we will help each other through every obstacle. We sorely miss our students and we all look forward to getting back to our school routines.

**Here is some important info for students and families:**

1.) We distributed lots of computers yesterday to families in need. We will continue to distribute computers until 3:00 today, (March 25). If there is a special need to get a computer outside of this window of time, call our school today to make arrangements for pickup. Families who pick up a computer will be given a paper outlining the process for accessing free WiFi through Spectrum.

2.) Grades for the 3rd grading period will be finalized by Friday and report cards will be available to view in Focus on Monday, April 6th. A hard copy of the report card will not be made available for the 3rd grading period.

3.) Getting started in Microsoft Teams: Please check the Tech High website often to stay informed with any new information that may be useful to you. The link below will also provide a tutorial on how to get started in MS teams

<https://www.pcsb.org/Page/32734>

4.) All students should log into Microsoft Teams by noon on Thursday (3/26/20) to check in and ensure that they have access. Program teachers have posted a 1 question assignment asking students to simply verify that they have connected.

Students can access Teams at [www.o365.pcsb.org](http://www.o365.pcsb.org) or through Clever. We have reports that going through Clever is not as consistent when working from home, so the direct link may provide a better result.

Your login email is you student's R2D2@pcsb.org. Contact your teachers via email right away if you are having issues.

The rest of this week should be used to get familiar with Teams and verify connection through the check-in assignment through program classes. Please access Microsoft Teams by noon on Thursday, March 26th to respond to the assignment posted in your program class.

5.) Starting March 30th, students will log in to each class DAILY. There is a class schedule posted below and we strongly encourage students to attend each class in real time in order to participate in discussions via chat.

Students will be marked present for each class they check in with no matter what time they check in. However, students will get the greatest benefit from attending classes during the timeframe provided below.

Week of 3/23-3/27					
Times:	Mon., 3/23	Tues., 3/24	Wed., 3/25	Thurs., 3/26	Fri., 3/27
All Tech High students should visit -> <a href="https://www.pcsb.org/Page/32734">https://www.pcsb.org/Page/32734</a> to work on PCS developed instructional enrichment activities. Please also look for an instructional test assignment from your 5th period teacher on Wed., 3/25. We are asking all students to log into Microsoft Teams prior to Thurs., 3/26, at noon to test to ensure you have access to our digital resources					
Week of 3/30-4/3 - Microsoft Teams Digital Instruction During the Times Listed Below					
Times:	Mon., 3/30	Tues., 3/31	Wed., 4/1	Thurs., 4/2	Fri., 4/3
9-9:30am	1st period	1st period	1st period	1st period	1st period
9:30-10am	2nd period	2nd period	2nd period	2nd period	2nd period
10-10:30am	3rd period	3rd period	3rd period	3rd period	3rd period
10:30-11am	4th period	4th period	4th period	4th period	4th period
11-11:30am	<b>All teachers available for online assistance, individual support.</b>				
1-1:30pm	5th period	5th period	5th period	5th period	5th period
1:30-2pm	6th period	6th period	6th period	6th period	6th period
2-2:30pm	7th period	7th period	7th period	7th period	7th period
2:30-3:30pm	<b>All teachers available for online assistance, individual support</b>				
Week of 4/6-4/10 - Microsoft Teams Digital Instruction During the Times Listed Below					
Times:	Mon., 4/6	Tues., 4/7	Wed., 4/8	Thurs., 4/9	Fri., 4/10
9-9:30am	1st period	1st period	1st period	1st period	No instructional activities
9:30-10am	2nd period	2nd period	2nd period	2nd period	
10-10:30am	3rd period	3rd period	3rd period	3rd period	
10:30-11am	4th period	4th period	4th period	4th period	
11-11:30am	<b>All teachers available for online assistance, individual support.</b>				
1-1:30pm	5th period	5th period	5th period	5th period	
1:30-2pm	6th period	6th period	6th period	6th period	
2-2:30pm	7th period	7th period	7th period	7th period	
2:30-3:30pm	<b>All teachers available for online assistance, individual support.</b>				
Week of 4/13-4/15 - Microsoft Teams Digital Instruction During the Times Listed Below					
Times:	Mon., 4/13	Tues., 4/14	Wed., 4/15	Thurs., 4/16	Fri., 4/17
9-9:30am	1st period	1st period	1st period	PCS scheduled to resume our regular class schedule	
9:30-10am	2nd period	2nd period	2nd period		
10-10:30am	3rd period	3rd period	3rd period		
10:30-11am	4th period	4th period	4th period		
11-11:30am	<b>All teachers available for online support.</b>				
1-1:30pm	5th period	5th period	5th period		
1:30-2pm	6th period	6th period	6th period		
2-2:30pm	7th period	7th period	7th period		
2:30-3:30pm	<b>All teachers available for online support.</b>				

6.) Most classes will post assignments that should take around 15-20 minutes to complete daily. Time management and staying in regular contact through Teams will be essential. Teachers will be available for additional support and questions from 11:00 to 11:30 and from 2:30-3:30 each day. Please utilize this resource as much as possible to ensure your success.

7.) Parents, we strongly encourage you to ensure that your child treats this new way of work as much like a regular school day as possible. Establishing set routines and timelines will help to ensure success and set the purpose for engaging with academic content. As a school, we have developed strong processes for eliminating the distractions presented by personal electronics. We recommend that you implement the same policies from home to give your student the best opportunity to fully engage with the material being taught. We would like to request that electronic devices not used for accessing MS Teams be made inaccessible while students are attending their daily classes.

We know that this new process will be a challenge at first. We have encouraged all of our teachers to start slowly and provide time for everyone to get familiar with this new way of work. As we become more comfortable, we will continue to provide supports and address any issues as they arise.

Once again, thank you for joining us in this important initiative. We will carry on despite all obstacles because We are... Tech High!