



Thomaston Public Schools

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Distance Learning Support for Parents

[Please click here for the Thomaston Public Schools Distance Learning Plan](#)

Need Help or Technical Support?

- Email your child's teacher directly for support or with any questions related to specific assignments or materials posted within Google Classroom.
- For technology support, questions, and access issues, email infotech@thomastonschools.org.
- For general instructional support and questions, email distancelearning@thomastonschools.org.
- For Special Education and related services support and questions, email apeters@thomastonschools.org.

Emails are checked frequently throughout normal school hours, and the appropriate staff will respond as promptly as possible to any messages received.

How to Access Google Classroom

- Students must access Google Classrooms through their Thomaston Public Schools Google accounts!
 - All usernames for all students PreK-12 are of the format: firstname.lastname@thomastonschools.org
 - All passwords are initially set up as 8-digit DOB (i.e. 01012001)
 - Should your child not remember his or her username or password, please send an email to the teacher or to infotech@thomastonschools.org.
- Once a student is logged into his or her Thomaston Public Schools Google Account, they are able to access Google Classroom through menu grid* in the top right corner of the google homepage. Once signed in, a student can also access Google Classroom directly at <https://classroom.google.com/h>.
- If your child needs help accessing Google classroom, [here's a great video show-how](#) produced by one of our own, Black Rock School teacher Cheyenne Clark.
- If you need additional help logging into Google Classroom check out this quick [Google Classroom Parent Presentation!](#)

Student Attendance and Absences

- School attendance will be taken once per day via a "Question of the Day." Students must answer this Question of the Day each school day in order to be counted as present in school for that day (24 hour period).
 - Black Rock students will answer this question each day in their core teacher's Google classroom.
 - Center School students will answer this question each day in the "TCS Students" Google Classroom
 - High School students will answer this question each day in their grade-level advisory Google classroom.
- If your child is unable to attend school, please complete the school absence notice on each day of absence.
 - [BRS School Absence Notice](#)
 - [TCS School Absence Notice](#)
 - [THS School Absence Notice](#)
- All teachers will monitor student engagement through timely submission of assignments and assessments. If a student is found to be not engaging for two consecutive days a class meets, the teacher shall immediately contact

the student's parent/guardian via email. If the student's engagement does not improve, administration will be notified and will contact the child's parent/guardian.

Student Learning Times

- Students do not need to "attend" online learning at any specific time of day or all-at-once within a day. Teachers will post daily instruction each day by the following times: THS - 7:25 AM; TCS – 8:05 AM; BRS - 8:25 AM.
- Students and families are encouraged to set sensible distance learning schedules that includes breaks.
- Most teachers will provide students recommended learning times. These times correspond with the hours the teacher will be available each day for on-call, real-time support. Should students log in for learning outside of this schedule, they may not receive requested teacher support until the following school day.

Special Education and Related Services

- Special education students will participate in all of their regularly scheduled classes through Google Classroom.
- Each special education student will have an individualized Google Classroom to provide instructional activities as per the IEP.
- Special education teachers will collaborate with classroom teachers to modify student work as per the IEP.
- Specialized instruction and related services will be provided 1:1 through Google Hangout or other Google Suite means of communication.
- For Special Education and related services support and questions, email apeters@thomastonschools.org.

General Guidelines and Parent Recommendations for Distance Learning

- Set up a work area for your student at home away from toys, television, and/or social media distractions.
- Online learning can be done any time of day. Come up with a schedule, but let your child have input! Set aside study times, break times, and recreation times that make the most sense for your child.
- Communicate regularly with child about his or her work. Ask them to show and explain to you what they are learning or what they are working on.
- Encourage your child to email his or her teacher if they are having difficulty with assignments or if they have questions. For younger learners, this may involve co-drafting a message with them.
- Ask questions and share concerns! Your emailed feedback helps us improve our practices in order to serve you and others better.
 - For technology feedback, email infotech@thomastonschools.org.
 - For instructional feedback, email distancelearning@thomastonschools.org.

Note - We will be developing future surveys for parents and students about our distance learning model.

Help for Struggling Students

- Call 911 if your child..
 - Is an immediate danger to self or others
 - Is actively hurting self or others
 - Has a plan to hurt self or others
 - Has access to items that could cause harm to self or others (means) and has a plan to do so
- Call 211 if your child...
 - is emotionally dysregulated and cannot be calmed
 - Is describing the thought or intention to harm self or others, but does not have a plan to do so
 - Is seeing/hearing things that are not there
 - Is unusually and excessively fearful

- Call your child's outside therapist (if applicable) for any non-school and non-emergency social, emotional, or behavior issues
- Call your child's pediatrician if your child...
 - Is experiencing behavior changes
 - Is experiencing emotional changes
- Contact your child's counselor at school if your child...
 - Is anxious about their distance learning work and it is negatively impacting them.
 - Strategies you have tried at home are not working.
 - Misses their friends and teachers, and it is impacting their ability to learn or complete assignments
 - Or if you have social or emotional concerns about your child that are impacting their learning and their ability to complete assignments
- Contact your child's teacher if...
 - You or your child have questions about Google Classroom, the content within it, or some other aspect of Distance Learning
 - Your child is having trouble getting their work done

Distance learning may be new for all of us, but together, we got this! We will be successful!

