April 8, 2020

Dear Boles Parents and Families,

Next to the health and safety of our students and staff, the continuation of student learning has been our top priority during this closure due to COVID-19. We understand that there is concern about what and how your student is learning. However, in response to this pandemic, we promptly began providing resources and learning assignments for all our students to help mitigate learning loss during this time. With parent support, we have been able to provide avenues for our students to continue to be engaged in learning activities. We are thankful to everyone who is returning their child’s completed learning packet. **Please remember all assignments given through April 3 are due by April 9.**

Now that our closure has been extended, we must launch new plans to re-establish the delivery of curriculum and instruction to the greatest extent possible for our students. Please note that we cannot duplicate our traditional school experience but will do whatever we can to provide needed resources to our students and staff. We have carefully considered the issues of equity and accessibility for our school community and we ask your patience as we move into this new phase of learning for all of us.

**On April 13, grades K-12 will move to remote learning. Internet access and device is required for new instruction.** Our campus technology coordinators have reached out to all families who indicated the need for internet and/or device on a campus survey or inquiry. If you still need assistance, please contact your campus principal immediately or campus technology coordinator. Please see below for the detailed plan for each campus.

We realize that remote learning is new to many of you and may be challenging but know that we too are charting the unknown along with you. We will evaluate and adjust this process as needed as we move through this together.

**ELEMENTARY**

On April 13, 2020 we will move to remote learning for Kindergarten thru 4th grade.

Pre-Kindergarten will continue to be provided learning packets that are mailed. The drop box for Pre-Kindergarten assignments being returned will be available 24 hours a day Monday-Friday. The box is located at the elementary entrance and will be checked daily.

Kindergarten - 4th Grade- The platform for the delivery of instruction will be the Google Classroom. We have attached information on how to navigate this platform. Should you need assistance, contact your child’s teacher first. If you still need assistance navigating or getting into the classroom, you may email or call Hillary Nicholson at (903)347-3507. All assignments will be shared each Monday morning at 8:00 a.m. in the google classroom and will be due the following Monday at 8:00 a.m. Classroom teachers will also be providing parents with an outline of the assignments for the week and denoting the portions of the assignments that will be reported in the gradebook.
This will be sent to you either by email or school rush as well as being located in the google classroom. Submitting student assignments once they are completed is very important. Your child’s grades will be based on what is returned as will their attendance and will be reflected on their next report card. Completed assignments will be submitted through google classroom.

Teachers will have regular “office hours” set up and will check their emails daily at that time. If a phone conference is necessary, we ask that you set that up during this time. This will be the homeroom teacher’s regular conference time. Teachers will include this contact information in the lesson outline. Please know that our teachers are working diligently to help their students during this time and they will be accessible to assist you and your child.

Please take care of yourselves and your families and let your children know we love and miss them very much!!!!

MIDDLE SCHOOL-
Boles Middle School will be conducting Remote Learning for our students beginning Monday, April 13th. Every effort has been made to contact every parent to ensure that each student has internet available and a device for remote learning. If your child does not have these resources it is imperative that you contact Sarah Robison immediately at 903-422-1564 for assistance in this matter.
The platform for the delivery of instruction will be Google Classroom. **Parents please ensure that your child is accessing Google Classroom on their device so that they are able to complete their assignments.**

Should the student or yourself need assistance navigating this platform, contact your child’s teacher first. If you still need assistance navigating or getting into Google Classroom, you may email or call Sarah Robison at the number above or Charlet Tidwell at ctidwell@bolesonline.com. All assignments will be shared each Monday morning at 8:00 a.m. in Google Classroom and will be due the following Monday at 8:00 a.m. Classroom teachers will also be providing parents with an outline of the assignments for the week and denoting the portions of the assignments that will be reported in the gradebook. This will be sent to you by the individual teachers via Schoolrush, email, or Remind (whatever the teacher has set up for their individual class correspondence with you the parent). Additionally, this is located in the Google Classroom platform.

Submitting student assignments once they are completed is very important. Your child’s grades will be based on what is returned as will their attendance and will be reflected on their next report card. Completed assignments will be submitted through google classroom.

Teachers will have regular “office hours” set up and will check their emails daily at that time. If a phone conference is necessary, we ask that you set that up during this time. This will be the homeroom teacher’s regular conference time. Teachers will include this contact information in the lesson outline. Please know that our teachers are working diligently to help their students during this time and they will be accessible to assist you and your child.
To better serve our family’s needs, if a student is unable to secure online access and must complete a paper packet, the return box for any paper packet(s) is on the porch in front of the middle school at all times. Please place the packet in the box and close the cover. It will be checked daily and packets distributed to the appropriate staff member.

Thank you very much for all your efforts during this unprecedented time. Together we will get through this!

HIGH SCHOOL-

Boles High School will be conducting Remote Learning for our students beginning Monday, April 13th. Every effort has been made to contact every parent to ensure that each student has internet available and a device for remote learning. If your child does not have these resources it is imperative that you contact Sarah Robison immediately at 903-422-1564 for assistance in this matter.

The platform for the delivery of instruction will be the Google Classroom. **Parents please ensure that your child is accessing Google Classroom on their device so that they can complete their assignments.** We have attached information on how to navigate this platform. Should you need assistance, contact your child’s teacher first. If you still need further assistance navigating or getting into Google Classroom, you may email Jill Thomason, Amanda Young, or Brandy Stevens. Email addresses for all teachers and staff members can be found on the Boles ISD website, www.bolesisd.com.

Boles High School core teachers, English, Math, Science, History and World Language teachers, will be introducing new instruction and lessons through pre-recorded videos. They will post the videos in their Google Classroom during department office hours. In addition to the videos, they will provide class work and lessons related to the new instruction in their Google Classrooms. Boles High School elective teachers will use various online formats, such as iCEV and Odysseyware, to deliver new instruction and complete new lessons. They will post the link and directions for the online platform in their Google Classroom. Your child has been given a login and/or a code for these online platforms. Please ask them for that information so you can help them stay on track. In addition, the teachers will post a weekly agenda in Google Classroom every Monday highlighting the daily tasks/classwork, and due dates for assignments.

The Boles High School teachers and staff will distribute all new instruction and communication during their office hours. They will post all new content instruction during this time, hold Q and A sessions, and meet with students on an individual basis. Teachers will post instructions on how to chat with them and schedule appointments with them during this time in their Google Classrooms. The following are office hours for Boles High School:
Math Intervention: 9:00-10:00
History Department: 10:00-11:00
Science Department: 11:00-12:00
English Department: 1:00-2:00
Math Department: 2:00-3:00
Electives and World Languages Department: 3:00-4:00
Special Education/CCP Department: 4:00-5:00

Completing assignments and submitting them is very important. Your child’s grades, as well as their attendance, will be based on what is returned and will be reflected on their next report card. Grades and attendance are very important during this time. In order to receive the credits required for graduation, we must receive completed work.

Thank you so much for your support during this time. We are here to help. Please do not hesitate to contact us.

Boles ISD Administration,
Mikayle Goss
Shirley Duran
Gordon Jordan
Jill Thomason
ACCESS GOOGLE CLASSROOM & DRIVE OFFLINE

Parents & Students:

Please see the attached document for instructions to download classwork from Google Classroom to work on when your child is not able to access the internet.

Please note that you initially must be connected to the internet to download the material for later use.

If you have any questions regarding the instructions or need troubleshooting assistance, please contact your campus principal or teacher.
Chromebooks Offline Instructions

Save and open Google Docs, Sheets & Slides offline

Before you turn on offline access

- You must be connected to the internet.
- Install and turn on Google Docs Offline Chrome extension.

Open Google Docs, Sheets, and Slides offline

1. Open Chrome. Make sure you’re signed in to Chrome.
2. Go to drive.google.com/drive/settings.
3. Check the box next to “Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline.”

Open Your Google Drive and click on the gear! You must be connected to the Internet to turn on this feature.

Check the Offline box! Click on Done.

Right click on the document(s) you want to work on offline and turn on the feature.

You can click on the Docs, Slides, or Sheets icon in the App launcher and turn on offline availability for the Docs you need offline. Look for the checkmark.

When you are hooked back up to the internet, your revised/edited Google Docs, Slides, or Sheets will be saved in your Drive.


Welcome
Welcome Boles Hornet Parents to your child's remote learning experience. Most of the students enrolled in Boles High School and Boles Middle School have been introduced to the G Suite Educational Apps by their teachers, so your child will be a great resource for you. We hope you will find this information useful as you and your child learn how to use Google Classroom together.

What is Google Classroom?
1. Google Classroom is your child's remote learning link to instruction.
2. Teachers use Google Classroom to post daily assignments, homework, announcements, and much more with students AND NOW with parents.

G Suite Educational Apps

I. Drive, Docs, Sheets, Slides, and Forms
   Drive is where the student files are stored, Docs is like Word, Sheets is like Excel, Slides is like PowerPoint, and Forms is like Survey Monkey.

II. Hangouts/Meet
   Hangouts/Meet is an easy to join video call where the teachers and students can see and talk with each other face to face. The students receive an invitation to join a Hangout via email or posted in the Classroom. Be on alert if your child receives an invitation to join a Hangout/Meeting. Watch this video for a tutorial on how to join a Google Hangout/Meeting: https://bit.ly/33PUuXe
Getting Started with Google Classroom

1. Your child was provided a secure login and password that is unique to him/her. This login gives your child access to all of the G Suite for Education Apps available through BISD. The login name is based on this formula: student-firstname.lastname@bolesonline.com. The password is a combination of letters and numbers. Ask your child for this secure login information or contact the teacher(s).

2. Go on the internet and use the Google Chrome Browser. Now click on the "sign in" button on the top right corner.

3. Enter your child’s email address and password.

4. Now you can see your child has been signed into their G Suite account.

5. You will see the Google Education Apps by clicking on the App launcher that looks like a nine-patch or waffle.

6. You will then see a drop down menu filled with the different apps.

7. Notice the chalkboard app. This is Google Classroom. Click there.
8. You will see the cards for your child's different classes.

9. Click on the card to open one of the Classrooms. Click on “Classwork” across the top and you will be able to see the current assignments.

10. To help your child add assignments, click on the assignment, click view the assignment, and attach any required Doc, Slide, Sheet, or image from Drive, or upload from a PC, and/or add a link to a site.

11. You can access this G Suite Classroom anywhere you have internet service whether it is on a PC, Chromebook, laptop, smartphone, or tablet.

12. Download the Google Classroom app for your smartphone or tablet.

13. Watch this tutorial video for additional instruction on using Google Classroom: [https://bit.ly/3q5R0py](https://bit.ly/3q5R0py)

14. Parents have an alternative way for staying connected with their child’s progress. Rather than signing into the student account, you can email your child's teacher(s) and request “Guardian Summaries” via email from Google Classroom. The teacher(s) will verify your email address is documented in School Rush. If your email address is not in School Rush, the teacher(s) will call the “Primary” parent and ask him/her to send an email request to the teacher in order to be invited to receive Guardian Summaries.
15. Once your credentials have been verified, you will receive an email and be allowed to accept the entry into the Classroom. You will be prompted to receive daily or weekly summaries via email of your child's progress in all of their classes. From the Classroom, be sure to click on "Learn More" across the top to better understand Guardian Summaries.

16. Whether you choose daily or weekly reports, you will receive a report on missing assignments, upcoming assignments, and announcements posted in all of your child's Google Classrooms.

17. Be sure to look on the left side for "Upcoming" assignments. Click on "view all" to see all assignments and announcements. And if an assignment is marked as "Missing," click on that assignment and view the details.

18. Open this link to watch a tutorial for getting daily or weekly Guardian Summary updates on your child's progress in Google Classroom: https://bit.ly/2wIfu64