March 31, 2020

Dear CVSU Families,

Thank you for your understanding and flexibility during this time. We understand that the landscape is ever changing and are doing our best to accommodate your students so their learning is affected in the most minor way possible. After the governor’s dismissal of schools for the remainder of the year, we as a supervisory union are looking at different ways to approach our delivery of education.

Each district will have minor differences in how things are offered and there will be differentiation among students dependent upon needs. Trust that we will do everything in our power to ensure the best is given to our students, no matter the delivery method.

We will be doing as much online delivery of instruction as possible using the Google platform. We will be specifically using Google Classroom and Google Meet. In the event you do not have Internet access, please contact your building principal. Below you will find family guidelines for student on-line video meetings and the CVSU Parent Opt-Out Form.

With the expectation of using Google Classroom and Meet as a way of communication using the CVSU domain, we feel that the CVSU acceptable use agreement form signed by parents/guardians at the beginning of the year gives permission to use online education as a means of instruction. If you do not agree with this and/or do not give permission for your student to engage in Google Classroom or video meetings, please contact your building principal and other accommodations will be made. Below you will find guidelines for student on-line video meetings and the CVSU Parent Opt-Out Form.

As always, thank you for giving us the opportunity to support your students in their educational journey. We know this is a challenging time, but we feel we are all capable of pulling together and making the best of an unfortunate situation.

Sincerely,

Susette Bollard
Superintendent of Schools
CVSU Guidelines and Information for Families

Online Learning & Meetings with Students

Many of our educators may use Google Classroom and a video conferencing tool from Google called Google Meet to connect with students. This is intended to maintain relationships and check-in.

- Teachers will be using Google Meet for online meetings with students and families. If families for any reason are not comfortable with their child participating in these live online video meetings, families should let the teacher(s) know that they choose not to have their child participate. The opt-out form is at the end of this document.

- CVSU Students do not have the ability to start one of these meetings using Google Meet, but they can join one that their teacher creates. Students should not access these Meets without the creator of the meeting present.

We know that some parents/guardians may use this or other video conferencing tools for your own remote work. Thus, you may be familiar with some important elements. We would like to provide everyone with information to consider while students participate in these online sessions.

Expectations for those who join these video sessions:
- Please be dressed for school
- Attend from an appropriate place: kitchen table, desk, common area, etc. (not sitting on your bed or walking around the house, etc).
- A place with good lighting is helpful.
- Headphones are a good option to help hear the conversations better. Headphones with a built-in microphone can help to prevent the possibility of unwanted audio being picked up from the background.
- Consider who else might be at home and how to ensure that your child can focus on the video conference session without interruption or distractions, if possible.
- Teachers will be mindful of the time of day during which these are scheduled and they will try to be consistent to accommodate for your schedules as well.
- There may be 1:1 video sessions between teachers and students especially in the case of special education services. If there are other circumstances that require 1:1 meetings, teachers will reach out directly to you with a permission protocol. All 1:1 video sessions will be recorded by the meeting host.

3.31.2020
Joining the Google Meet:

- Go to [https://meet.google.com](https://meet.google.com) or launch the Google Meet app and sign in with your cvsu.org Google Account.
- Teachers will share a meeting nickname that students will use to enter the Google Meet. This meeting nickname will be sent out either via their school-provided email account, Google Classroom, or class webpage.
- Students can join the Google Meet from their school-issued device, or they can use a personal device using the Google Meet app. If they are using a personal tablet or phone, it is likely that you will need to add the Meet app. You must sign-in to the Google Meet app or website with your cvsu.org Google account.
- Students can also join the meeting with a home or cell phone. The teacher will provide a special phone number and meeting code to do so.

Google Classroom:
Teachers may invite parents/guardians to their Google Classrooms using the “guardian access” option to help with accountability. We prefer that parents/guardians are not invited as “students” to a Google Classroom, although this may be needed with lower grades at the teacher’s discretion. The best practice is for students to sign into the Google Classroom with their cvsu.org Google Account.

If You Need Technical Support:

- You can email the CVSU Technology Team at helpdesk@cvsu.org or visit [www.cvsu.org/helpdesk](http://www.cvsu.org/helpdesk) for more support options.

Thank you for your help and support in this uncharted territory! If you have any questions or concerns, please contact your student’s teacher or the building principal.

3.31.2020
CVSU Online Education Opt-Out Form

With the order from the governor to not meet within school buildings for the remainder of the 2019-2020 school year, CVSU will look to online means for instruction. This includes but is not limited to Google Classroom and Google Meet (Online video/audio meetings).

This Opt-Out request will remain in effect for the remainder of the 2019-2020 school year. If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, Google Apps for Education, Online Curriculum services, and other online applications and services that have been selected for use by the Supervisory Union, your child’s school, or your child’s teacher.

Please initial each of the following statements, complete the other information below, and sign and return via mail or scan to the building secretary at your student’s school. If you need help with this please call your school’s secretary. If you are denying access for multiple students, you must complete a form for each student. Return the form **ONLY** if you are choosing to opt your student(s) out of access to these resources.

_____ I do NOT want my student to participate in Google Meet video classes, small group or 1:1 meetings.

_____ I do NOT want my student to access or use ANY of the following: Internet, Google Apps for Education, Online Curriculum services, and other online applications and services that have been selected for use by the Supervisory Union, your child’s school, or your child’s teacher.

I understand that the next step in this process an appointment with a school administrator will be scheduled to discuss my request.

Student First, Last Name (Print) ________________________________

School: ________________________________ Grade: ________________

Parent/Guardian Signature: ________________________________

Date: ____________________________________________________________________

**IF YOU DO NOT WANT** your child to have access to these resources, please complete and return this form to your child’s school via US mail or by scan. Completion of this process requires that Parents/Guardians meet with a school Administrator to discuss the request. Please contact your school to schedule this appointment.

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