

BOTETOURT ELEMENTARY SCHOOL

6361 Main Street
Gloucester, VA 23061
Telephone: (804) 693-2151



Dear Parents and Guardians,

As we enter the winter season, we want to ensure you are prepared for how learning will continue when weather conditions prevent us from meeting in person. The Superintendent will make a determination on a daily basis regarding which type of day will be observed.

Please keep this guide handy to know what is expected of your student:

1. Snow Day (Traditional)

There will be **no schoolwork** required. Students do not need to complete packets or log in to Google Meets.

2. Asynchronous Learning Day

Students will stay home and complete the designated day in their **Learning Packet** (e.g., Day 1, Day 2). There are no live video meetings on these days.

3. Synchronous Learning Day (Live Support)

Students will work on their learning packets, but teachers will also be available online for live instruction and support.

- **Grades K–2:** Teachers will host **Virtual Office Hours from 10:00-11:00**. Log in to ask questions or get help with packet assignments.
- **Grades 3–5:** Students will join a **Grade Level Meeting through Google Meet from 9:00 AM to 10:00 AM**. This hour will include 20 minutes of Math, 20 minutes of Reading.

How to Join a Google Meet

Teachers will send out the specific Google Meet links via **ClassDojo**, via **email** and/or **Canvas**. To join the meeting on a Synchronous Day, please follow these steps:

1. **Log In:** Have your student log into their school Google account.
2. **The Waffle:** In the top right-hand corner of the Google homepage or Gmail, click the **"Waffle" icon** (the grid of nine dots).

3. **Google Meet:** Click on the **Meet** icon (the green camera).
4. **Enter Code:** Click "Join or start a meeting" and enter the code or nickname provided by your teacher, or simply click the direct link sent via ClassDojo/Canvas.

Our Special Education and Resource teachers will also be present in these virtual rooms to support students just as they do in the classroom.

Thank you for your continued partnership in your child's education. Stay safe and warm!

Sincerely,

Tish Hudgins, Principal
Botetourt Elementary