

# Hermon-DeKalb Central School

709 East DeKalb Road  
DeKalb Junction, NY 13630  
315(347)3442  
[www.hdcsk12.org](http://www.hdcsk12.org)

September 1, 2020

Dear Parents/Guardians,

We hope this letter finds you healthy and enjoying the last few days of the summer. Our records indicate that your child(ren) will begin the school year remotely. This letter outlines some important information for you as a parent before the school year begins.

One major change you will see compared to earlier this year is **the amount of time and work required of students will be significantly increased, and students will be required to engage every school day with their teachers.** Elementary students (grades PreK-6) will have recorded lessons or be asked by their teacher to join live lessons from the classroom on a daily basis. They will also complete work every day and turn it into the teacher through Google Classroom. Students in grades 7-12 are expected to follow their schedule and join the classes through the computer on a daily basis. Students will have 24 hours to complete an exit ticket for each class as well as complete homework to be turned in through Google Classroom. On average your child should plan to spend 5-6 hours per day completing schoolwork, joining live-streamed classes, and doing independent classwork.

We have created a **Remote Learning Expectations** sheet which is enclosed in this letter. Please review this with your child as this will be an important part of their participation grade for each class each week.

Our district also has hired a **Remote Learning Coordinator** to assist with answering questions and providing assistance to students. Mrs. McQuade will be available by Zoom daily from 8:30 am to 3:00 pm to answer student questions or provide assistance to parents. Please find her contact information on the next sheet.

Please know the teachers will provide the lessons for students, but parents must take an active role in this process with their child. Children will need a designated learning space set up in your home, as well as a schedule to help them complete their work in a timely manner. Together, as a team, we can make this new type of learning experience work for our students. Please feel free to give me a call with any questions you may have.

Mark White

# Hermon-DeKalb Central's Remote Learning Expectations

Teachers will....	Students will....
<ul style="list-style-type: none"> <li>Teachers will post a weekly schedule of class events (live zoom classes, homework due dates, etc) in their Google/Schoology Classroom.</li> <li>Teachers will prepare engaging learning opportunities.</li> <li>Teachers will share clear expectations and grading policies for class.</li> <li>Teachers will set clear due dates for assignments.</li> <li>Teachers will assign meaningful tasks and provide feedback.</li> <li>Teachers will support the student(s) throughout their learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Students will be ready for class, prepared for learning.</li> <li>Students will participate in class daily and 25% of their grade weekly will be based on participation.</li> <li>Students will follow the Remote Learning Etiquette enclosed.</li> <li>Students will respond to each academic assignment.</li> <li>Students will establish a location for education in the home setting which will not cause distractions for the classroom during synchronous lessons.</li> <li>Students are expected to utilize their learning opportunities daily.</li> </ul>

## The Role of the Remote Learning Coordinator

The Remote Learning Coordinator Will...	The Remote Learning Coordinator <u>Will Not</u> ...
<ul style="list-style-type: none"> <li>Be available to answer questions from students during the day from 8:30 am to 3:05 pm through Zoom.</li> <li>Check emails during the day to assist parents and students.</li> <li>Be an advocate for both students and teachers during this process.</li> <li>Coordinate technology assistance when necessary for parents and students.</li> <li>Follow up with parents regarding missed assignments</li> </ul>	<ul style="list-style-type: none"> <li>Be teaching lessons for students.</li> <li>Be able to meet after 3:00 pm with students or families.</li> <li>Be available to answer emails or phone calls after 3:05 pm.</li> <li>Provide paper packets for students.</li> <li>Be providing grades for students.</li> </ul>

## How to Contact the Remote Learning Coordinator

**Mrs. McQuade**

**Phone:** (315)347-3442

**Email:** [jmcquade@hdcsk12.org](mailto:jmcquade@hdcsk12.org)

**Zoom Link from 8:30 am to 3:00 pm:**

<https://zoom.us/j/2026986912?pwd=V3dJY1BhOWtVcFJPa2JRMnk2Y2JlZz09>

Meeting ID: 202 698 6912

Passcode: 657939

## Remote Learning Etiquette

- ★ Students should conduct themselves with **behaviors that are consistent with a school setting.**
- ★ Students should be in a location conducive to learning. They should try to be at a desk or table designated as a learning space within the home. (Not laying in their bed or on the couch)
- ★ Dress attire should be consistent with the school dress code at all times.
- ★ Students need to show up on time for their classes and be prepared with all materials necessary to make learning happen.
- ★ Students must engage in the lesson. Students are expected to participate in discussions.
- ★ **Students are expected to have their cameras turned on at all times** and focused on their faces.
- ★ A positive attitude is required daily.
- ★ **Good manners are a must** and are expected.
- ★ Students learning remotely should not be a distraction to others while in live lessons.
- ★ Please note that all Student Code of Conduct expectations exist during remote learning and consequences can be given for those not following the rules.

Please also use our school's website for more information during this time.