

Dear Parents:

We'd like to start by thanking you for your support through the first month of this overwhelming experience. We're all in this together to get the best outcome for the kids that we can under these extraordinary circumstances.

The purpose of this letter is to provide you with some tools that will help you get through this, as well as to assist you while helping your child navigate the fourth quarter. It is critical that our students are both participating in their classes digitally and turning in work through Google Meets, Google Classroom, and more as if they were in their regular classrooms. With regards to your child's grades, we are viewing them as a tool to continue to engage students and maintain our high standards of effort and progress with curriculum through what is a really distracting and difficult time. While the exact calculations for grades may vary from class to class, **please remind your child that their work is graded, and that work not turned in will be counted against their grade, just as it normally would.** Please be sure to check SchoolTool's Parent Portal in the upcoming weeks as grades begin to be posted (grades 6-8).

In order to stay caught up, it is imperative that your child checks their school email and each of their teachers' Google Classrooms daily. Parents can regularly check their child's grades and assignments that have been completed by either signing into Google Classroom as a 'guardian' or by using your child's account. If you have concerns, please reach out to those teachers.

As with all things new, everybody may need a hand with their online platforms. To assist students and parents with the use of Google Classroom and Google Meets, we have included a few things to support your child's education on page 2 of this letter. **Please see below.**

If you have any questions, please do not hesitate to reach out.

Sincerely,

Principal Tim Farley  
Principal Tony Marturano

## Google Classroom Tutorials

[Completed work still labeled Missing in Google Classroom](#)

[Assignment Status in Google Classroom](#)

## Google Classroom Office Hours For Parents

Mrs. Jennifer Gecewicz has generously offered to assist parents with their Google Classroom questions. To do this, she is offering “Parent Office Hours”. This will occur on Saturdays from 10:00 am - 12:00 pm. ***If you'd like to set up an appointment, please e-mail her at [jgecewicz@ichabodcrane.org](mailto:jgecewicz@ichabodcrane.org).***

## Student Google Meet Expectations

- Attendance is critical for Google Meets. This is the best way for students to have ‘face to face’ learning. In many instances, this also counts towards students’ participation grade.
- Make sure students are in an appropriate location for their Google Meets.
  - Good: Sitting at a table or desk
  - Not so good: Lying in bed, lots of noise/distractions, in front of the TV
- Make sure your children are dressed appropriately for their Meet. Students should be fully dressed with appropriate clothes on. If they wouldn’t wear it in the classroom, they shouldn’t wear it in their Meet.