



Ichabod Crane Central School District

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November 9, 2020

Good afternoon, Students, Parents and Guardians,

I'm writing to ask for your help in making our virtual classes and Google Meets as successful as possible. We are all feeling challenged by this difficult situation and it is our hope that providing some guidance will improve the experience for both families and staff. We ask that all students and parents please adhere to the following remote learning guidelines:

For Students:

- **Students are required to be on camera during virtual sessions.**
 - Being "face to face" with students allows teachers to better assess understanding, engagement, and to encourage participation.
 - This also facilitates relationship building which is vitally important in any educational setting.
- **Students who login to a virtual session and are then completely unresponsive to the teacher will be marked absent for the period.**
 - If a student is unable to respond during class due to a microphone or camera malfunction, please email or message the teacher ASAP so they are immediately aware of the problem.
- **Students are required to follow school rules while in Google Meets.**
 - The Code of Conduct applies to remote learning environments, and is designed to ensure a safe and respectful experience for everyone.
 - Please be dressed appropriately for school.
 - Please maintain a school-appropriate background during Google Meets. Images that are offensive to others or that disrupt learning will not be permitted.
 - Please concentrate on school - distractions like cell phones make learning in a remote setting even more difficult.
 - Neither the student or parent/guardian may record, share, or alter the content of live class-related activities. Students may not record any live activity with other students that is for the purpose of school-related work unless written permission is provided by a school official. In cases where a teacher does record a class lesson, they will make that recording available through secure means only to the students in the class. Any sharing of that recording by anyone other than a school official is prohibited.

For Parents/Guardians:

- **Please try to provide a quiet and consistent space for your child(ren) to access their remote learning responsibilities.**
 - We realize that it is not always possible to have a dedicated space for each child, however, your help in minimizing distractions, setting expectations and emphasizing the importance of school time will go a long way.

- **Allow students and teachers to accomplish their work together, independently.**
 - School has historically been a chance for students to grow and to experience life and responsibilities outside of the home. This new environment is a challenge in many ways, but particularly in this area. When possible, we ask that **parents/guardians allow their children to attend to their school work with independence.** Of course support and reinforcement of expectations is vital, however, it changes the classroom learning dynamic when parents are “in class” with their children.

Thank you for your assistance in making the remote learning experience as meaningful as possible. Please contact your child’s school with any questions regarding these guidelines.

Sincerely,

A handwritten signature in blue ink that reads "Lucas Christensen". The signature is fluid and cursive, with a long horizontal stroke at the end.

Lucas Christensen

Assistant Superintendent of Curriculum and Instruction