

8/10/20

Dear Parents/Guardians of fully remote students,

I hope this letter finds you and your family well. I also hope your student is excited to begin the 2020-21 school year. As a district, we understand that many people have concerns about the COVID-19 pandemic and how it will affect the health and education of your student. The District is determined to follow the guidelines set forth by the Illinois Department of Public Health (IDPH) with guidance and support from the local Henry and Stark County Health Department. Parents/guardians have had the opportunity to choose which mode of learning will be most appropriate for their students. The goal for the district is that instruction and learning will be consistent between in-person learning and fully remote learning. This letter is to inform you about the expectations associated with choosing a fully remote learning experience.

Students expectations are as follows:

1. Even though your student will be fully remote, he/she will receive a traditional schedule.
2. Remote students should receive a video link on Google Classroom from each teacher that introduces the teacher and his/her classroom expectations.
3. Students should expect to receive a minimum of 5.5 to 7 hours per day of instruction and student work combined. Depending on the course load, students should commit this amount of time each day to their learning.
4. Students should check into Google Classroom daily. Teachers will be posting bell-ringers, instruction, assignments, and links on a daily basis in Google Classrooms. Assignments will be posted by date. Each assignment will have a due date.
5. Students will have the opportunity to either join a classroom live via the internet or an instructional video will be posted using Screencastify. All videos will have a link in Google Classroom.
6. Students will have access to teachers during office hours which will be Tuesday-Thursday (1:32-3:30pm), Friday (1:32-3:15pm), and Monday (9:00am-2:40pm). Students are encouraged to touch base with their teachers to seek clarification and get questions answered.
7. Remote Monday will follow the schedule below. Students should check in with their teachers during their scheduled times.
  - a. 1st hour: 9:00 - 9:40
  - b. 2nd hour: 9:45 - 10:25
  - c. 3rd hour: 10:30 - 11:10
  - d. 4th hour: 11:15 - 11:55
  - e. 5th hour: 12:30 - 1:10
  - f. 6th hour: 1:15 - 1:55
  - g. 7th hour: 2:00 - 2:40
8. Remote students will remain in their remote status for a minimum of 9 weeks. If a student chooses to join in-person learning, students will be given that opportunity at the quarter.

9. Remote students will be able to participate in all extra-curricular activities.
10. Parents can stay informed with students' classes by requesting to be invited to receive a summary of student work. Parents should contact teachers if they wish to be added as a guardian for their student. Once added, parents will receive an introductory email to choose notification frequency. Notifications can be discontinued by unsubscribing at any time.
11. Remote students should not be on school property during the school day.
12. Remote students can join extra-curricular activities at the scheduled times.
13. If remote learners are in need of a Chromebook, one might be assigned to them depending on supply.

Hopefully this list of expectations and procedures will help clarify some of the uncertainties associated with this school year. The list is not exhaustive in its scope and alterations may need to be made as the school year progresses. I am excited for the school year to begin. I look forward to working with you and your student!

Go Boilers!

Sincerely,

James Bryan  
KHS Principal