



Hamilton Township School District

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Dear Families,

I am hoping that this letter finds you and your family doing well under the extraordinary circumstances you may be currently experiencing. The faculty and staff in Hamilton Township Schools greatly appreciate all that you have done and continue to do to support your children under the Virtual and Hybrid teaching models. Based on feedback from your children's teachers, we have updated the following guidelines that students should follow when attending virtual classes.

First, if it is possible in your present living condition, please set up a *Virtual Learning Space* for your child. It should be a quiet area where your child can attend synchronous - "live" classes.

Students should be reminded to use the following protocols while attending class:

1. Microphone on when speaking (mute when not talking to avoid feedback)
2. **Camera on** (use the **blur** feature so no one can see your room or other family members).
3. Be fully dressed and sitting in an upright position (laying on your bed or couch is not acceptable during live instruction).
4. Participate in the lesson, your teacher will thank you!
5. Pay attention to class and not be involved in non-school related activities (video games) or conversations.
6. Check that there is adequate lighting and that you are visible on camera.

Please remember that School Attendance will be taken "live" for all students every day. Virtual students **must attend** the Google Meet in the AM to be counted as present for the school day. Attendance will also be taken in all subsequent classes and will count towards their participation grade for that class (Davies School).

We all know that routines are very important for student success, please assist your child by following the daily schedule provided by the teacher for virtual instruction. It is important to point out that on Hybrid days, teachers are attending to both in-person as well as virtual students and this can be very challenging, please be patient as teachers seek a rhythm to meet the needs of all learners. Virtual teaching times will vary based on the activities and lessons planned for each particular day. While working from home students should complete all asynchronous assignments; including viewing videos, completing practice activities, working in Google Classroom, reading, or other work as assigned by the classroom teacher.

As you may have experienced, virtual learning has been a big adjustment for most of us. We know your child probably misses seeing friends and teachers, going to special events like sports and dances and even participating in ordinary parts of the school day, like lunch or walking in the hallway. They probably also miss — without realizing it — the routine that school brings to their life. Thank you for helping us help your child adjust to this new, not quite normal environment!

Sincerely,

Ramona Bregatta
Director of Curriculum and Instruction