

# **HOPEWELL CREST SCHOOL**

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Hopewellcrest.org

**MRS. MEGHAN E. LAMMERSEN**  
Superintendent

**MR. JOHN OGBIN**  
Vice Principal/Curriculum Coordinator

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Dear Parents/Guardians,

We at Hopewell Crest understand that we are living in very uncertain times and normalcy is something we all long for in terms of many things, especially school. Governor Murphy has announced that school will be closed until at least May 15th. With the extended school closure in mind we are moving to an online learning structure in grades 2-8 beginning Monday April 20<sup>th</sup>. K through 1<sup>st</sup> grades will continue packet work along with seesaw videos and contact. Pre-K will continue with Seesaw activities as directed by the teacher. This will be a different experience for every grade level, but you are not alone, our teachers and administrators are here to help with any issues you may encounter. Below are some procedural details and answers to questions that you may have as we move forward with our learning plan.

## **Packets**

Beginning Monday April 20<sup>th</sup>, we will begin to return the packets. The schedule and locations for packet return is as follows:

- Monday – April 20<sup>th</sup> – 11am to 1pm
  - Pre-K – West End Parking Lot
  - Kindergarten – Front of School (Packet Drop Off and Pick up)
  - 1<sup>st</sup> Grade – East End Parking Lot (Packet Drop Off and Pick up)
- Tuesday – April 21<sup>st</sup> - 11am to 1pm
  - 2<sup>nd</sup> Grade – Front of School
  - 3<sup>rd</sup> Grade – West End Parking Lot
  - 4<sup>th</sup> Grade – East End Parking Lot
- Wednesday – April 22<sup>nd</sup> - 11am to 1pm
  - 5<sup>th</sup> Grade – Front of School
  - 6<sup>th</sup> Grade – West End Parking lot
  - 7<sup>th</sup> & 8<sup>th</sup> Grade – East End Parking lot

Packets will count as part of the Third Marking Period grade and due to the size of some of the packets grading will be extended for a period of time. We will inform you when the marking period closes.

## **Devices**

Once your packet is returned and your child is in grades 2-8 all work will be online. The best devices to work with are desktop computers, laptop computers, and chromebooks. We do not recommend using an iPad or tablet. At this point we have a limited number of chromebooks that we are handing out to the families with the greatest need based on our internet survey. We have ordered enough chromebooks for every student in grades 2-8. If you were not called but are in need of a chromebook please email [jogbin@hopewellcrest.org](mailto:jogbin@hopewellcrest.org). We will continue to hand out the chromebooks we have on hand until we run out. We urge that if you are not in need of a chromebook at this time please leave the ones we have now for those that need them. Everyone will eventually receive a chromebook. We are unfortunately at the mercy of the delivery. Until then please visit [www.hopewellcrest.org](http://www.hopewellcrest.org) and complete the Hopewell Crest School Chromebook Agreement. This will be required for every student in 2<sup>nd</sup> through 8<sup>th</sup> grade. If this agreement is not complete, we will not issue a chromebook under any circumstance. A separate agreement needs to be signed for every student. If you have multiple children do not list them on the same agreement.

## **Student Expectations**

Students are expected to logon at least once every day to their **Office 365** account to check class work, attend class meetings, and complete assignments. This will count as your attendance. All teachers will be available from 8am to 2:45pm each day; at times they will hold class meetings where they will teach lessons, hold classroom discussions, and read alouds. Students will see all of their classes listed once they log on to their Office 365 account and click on the TEAMS app. There are helpful videos about Office 365 and TEAMS on the Hopewell Crest You Tube page that will explain site navigation, password reset, logon procedures, etc. All students in grade 2-8 have previously logged on to Office 365 at sometime during the school year. They will use the same ID and password that they use to log on to the computer in school. The videos are there in case you run into a problem or are just curious to know how the program works.

## **Frequently Asked Questions**

In addition to the procedures and expectations listed above here are some answers to “Frequently Asked Questions” concerning our direction and expectations in this unprecedented time.

### **Will school resume on this year? If not, then what?**

Governor has announced that school will be closed until at least May 15<sup>th</sup>. We will continue with the online learning plan until our return. If school does not resume for the rest of this school year, we will continue with the online learning plan and make appropriate changes for students and the continuous learning structure.

### **Will there be special area classes?**

Yes, special area teachers have TEAMS classes set up for students in grades 2-8. Those classes will be visible once your child logs on and click the TEAMS app in Office 365. They will be assigning student work through those TEAMS. Special Area Teachers will relay assignments for K & 1 through classroom teachers.

### **How will students be given work to do for their learning?**

Teachers will be providing a variety of ways of learning for students. Some of these include the following:

- Writing or oral reflections to learning videos, reading assignments, etc.
- Independent work on internet based programs such as (iReady, Epic Books!, Xtra Math, Flipgrid, Raz Kids, ThinkCentral, Etc.)
- Shared reading from students to teachers; Shared reading from teachers to students.
- Online “Teaching” via Zoom, “365 Teams Videos & Chats”, and Recorded videos
- “Packet” work or work from workbooks or copied materials for grades K & 1
- Posting of resources by teachers with feedback from the resources and learning opportunities.

### **How can parents or other adults help?**

Encourage students to be involved in the educational expectations provided for learning. Parents can help them by....

- Assist students in finding a dedicated work/study space free from as many distractions as possible.
- Develop a routine/schedule with your student on when they will work on learning activities.
- Asking students about the expectations the teachers and the school has for them.
- Asking students if they have completed the work.
- Assist students in developing a routine/schedule for class days.
- Ask students about the feedback they are receiving from their teacher(s).

### **What about grades for my student?**

Work will be graded several different ways some assignments may be graded pass/fail by completion, some may be graded by rubric, some may be graded by a multiple-choice assignment through 365 Forms. This direction may change if we receive different guidance from the New Jersey Department of Education.

### **Will teachers have specific times they are available, or “office hours” to contact them?**

Teachers will be available from 8am to 2:45pm Monday through Friday. They will have online class times and will be reachable through the “chat” feature on Teams and through email. Online “office hours” or class times will vary by teacher.

**Will I stop getting Remind101 and Seesaw messages?**

The messages from Remind 101 and Seesaw will be less frequent if your child is in grades 2-8. Most of the messages will be on Office 365. Seesaw messages will continue for parents in Pre-K through 1.

**How long should students spend on the learning activities each day or class?**

Instructional Learning Time will vary depending on grade level, along with the time spent by students. Some general guidance for students at the elementary level is to have students spend about 5-minutes multiplied by their age for their work time each day. For example: A student 8-years old X 5 minutes would indicate the work time of 40-minutes.

**Some other specific grade-level and grade-span recommendation are below:**

- Preschool - 5-minute time spans for a total of 30 minutes total
- Kindergarten and 1st Grade - 5-10 minute time spans for a total of 45 minutes
- 2nd, 3rd, and 4th Grade - 10-15 minute time spans for a total of 60 minutes
- 5th & 6th Grade - 20 minute time spans for a total of 90 minutes
- 7th & 8th Grade - 30 minute time spans for a total of 2 hours

Hopewell Crest School believes that structured learning occurs best in a classroom with a highly trained and certified teacher, this is not possible at this time. We are not an online school. This process will take some getting used to but with our combined efforts it will become easier as days pass. We appreciate your understanding and want you to know that everyone in Hopewell Crest School is here to help reduce your stress during this uncertain time. If you have any questions, feel overwhelmed, or just need clarification please reach out to your child's teacher(s), the Child Study Team, our guidance counselor, the main office, or an administrator and we will help you. Your concerns are important to us. Thank you for your time and stay healthy.

Sincerely,



John Ogbin  
Curriculum Coordinator/Assistant Principal