

HOPEWELL CREST SCHOOL

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Dear Parents/Guardians,

As we approach our return to In-Person instruction on October 13th, we must make changes to our learning plan to accommodate both In-Person Learners and Virtual Learners. If you have not answered our return to school survey, please do so by clicking this [link](#). Below are some procedural details and answers to questions that you may have as we move forward with our In-Person and Virtual Learning Plans on October 13th.

Chromebooks/Devices

We will be issuing Chromebooks to In-Person Learners. **Please do not bring your personal device to school to use.** We cannot support outside laptops, iPads, etc. Parents of students in grades Pre – K through 1st grade should return their Chromebooks to the main office tomorrow, Friday October 9th. If you cannot make that time, please call the main office for arrangements. We ask that virtual learners keep using the devices they have at home. We will send Chromebook agreement forms home with the students who have not had a Chromebook issued previously. The agreement is also available by clicking [here](#).

Online Expectations for 100% Virtual Students

- Students are expected to be online by 7:55am each day.
 - **Pre-K and Kindergarten Students** will receive a schedule outlining instruction from their homeroom teachers.
 - **Elementary Students in Grades 1 – 5** will have to log into the Zoom meeting link through TEAMS created by their homeroom teacher.
 - **Middle School Students in Grades 6 - 8** will follow their class schedules on Oncourse Connect from 7:55 to 12:40 (bell schedule listed below). Meeting information will be available in TEAMS. Schedules are subject to change. *****Except Special Area classes and Response to Intervention times. See Below *****
 - **Middle School Special Area Class Meeting Times** – Students in grades 6,7, and 8 will meet on **Wednesday afternoons** for Art, Financial Literacy, Performing Arts, and PE. These classes will not be meeting during the times listed in the student schedule. They will be meeting on **Wednesdays only** at the times listed below.
 - 6-8 PE: 1:15 – 1:35
 - 6-8 Financial Literacy: 1:35 – 1:55
 - 6-8 Performing Arts: 2:00 – 2:20
 - 6-8 Art: 2:25 – 2:45
 - **Middle School Response to Intervention Period**
 - Students are expected to log in to iReady through Clever and work on their learning plan. There is no Zoom Meeting for this period.
 - Period 5 – 6th Grade
 - Period 6 – 7th Grade
 - Period 7 – 8th Grade

- **Middle School Bell Schedule**
 - 1st Period – 7:55 – 8:24
 - 2nd Period – 8:26 – 8:56
 - 3rd Period – 8:58 – 9:28
 - 4th Period – 9:30 – 10:00
 - 5th Period – 10:02 – 10:32
 - 6th Period – 10:34 – 11:04
 - 7th Period – 11:06 – 11:36
 - 8th Period - 11:38 – 12:08
 - 9th Period – 12:10 – 12:40
 - **The early dismissal bell schedule is also available on OnCourse Connect by selecting the “Early Dismissal Schedule” from the drop-down menu at the top of the schedule view screen.**
- Synchronous and Asynchronous Structure
 - Teachers will introduce material, instruct, and deliver guided instruction during class time in the beginning of the day and have office hours for the 100% virtual students and some In-Person students in the afternoon. During this time teachers will perform modeling and guided instruction from the morning lesson, small group work, answer questions from the class time, and review independent work.
 - Teaching periods will be like a classroom setting with the Teacher teaching in a classroom in front of the computer. 100% Virtual Students will be logged in, but we ask that they hold their questions until the afternoon meeting session. This setting will be a bit different for Pre-K and Kindergarten. Those teachers will be reaching out about their direction.
 - Classroom expectations
 - The virtual classroom is like a normal classroom. School expectations will be the same as if children were in school.
 - The TEAMS chat or calls function is not for student to student contact. It will only be used for Teacher to Student contact. Failure to follow this will result in disciplinary action.
 - Student Materials – Students are responsible for keeping their materials accessible during teaching times and transporting them back and forth to school during In Person instruction.
 - Students are expected to log in each day by 7:55 am. Not logging in all day will count as an absence.
 - Logging in late will be considered a lateness. Middle School Students are expected to log into each class on time.

First Day Instructions for In-Person Students

- Bus Riders – Please be at your bus stop at least 15 minutes before the time listed on your bus pass. All students must practice social distancing and have face coverings at bus stops. All students must have a face covering on as they enter the bus and keep the face covering on the entire bus ride.
- Car Riders – For the safety of our children, please follow the procedures and rules below when dropping off and picking up your child(ren) from school.
 - **DROP OFF AND PICK UP LOCATIONS**
 - PK-1 gym parking lot atrium doors – *Parents must walk children to Atrium Doors.*
 - 2-5 West End
 - 6-8 East End
- Students are expected to be in their classrooms and ready to learn by the time that first period starts at 7:55am. Parents should plan to have their children at school no later than 7:55am.
- Students are considered TARDY once the doors have been closed by staff. The East and West End doors will shut promptly at 8:00am. After 8:00am, your child(ren) are tardy and you must drive to the front of the building and sign your them in at the main office.
- Your child(ren) should be ready to get out of the car as soon as you stop- backpacks are packed, coats are on, and good-byes are said BEFORE pulling up to the drop off zone. As a courtesy to the other drivers, if you do need extra time, please pull into a parking space until your child(ren) are ready to be dropped off.

- Older students with younger siblings are to dismiss from the younger siblings drop off and walk to their designated classroom.
- Cars picking up students in the afternoon must have a car tag issued by the school hanging on the rearview mirror. NO TAG, NO CHILD.
- For safety reasons, please stay in your car. The staff will bring students to the car.
- If your child needs a car seat/booster seat fastened, please pull straight ahead past the edge of the sidewalk to park your vehicle, and then fasten your child's seat.
- Older students with younger siblings are to dismiss from the younger siblings pick up location.

If you have not logged on to the OnCourse connect parent portal to find out your child's homeroom teacher, please contact the main office for that information. If you have any questions please reach out to your child's teacher(s), the Child Study Team, our school counselor, the main office, or an administrator and we will help you. Your concerns are important to us. Thank you for your patience and we will see you soon.

Sincerely,

The Hopewell Crest School Administrative Team