

*****PLEASE KEEP THESE DOCUMENTS IN AN EASILY ACCESSIBLE LOCATION!!!*****

Dear Families of Middle School Students,

This letter is to give you information about what to expect if we ever have to go fully remote due to a school closure.

Note: We are NOT going fully remote now (nor do we have any reason to expect that we will soon), but we want everyone to have this information if/when we need it.

Overall Expectations:

- Teachers will be following their regular schedule and will be available to teach a live lesson via at the beginning of each period. Students are encouraged to attend these live sessions but the sessions will be recorded.
- Teachers are available during the school day for individual questions.
 - Note: Teachers are only expected to answer emails, phone calls, Canvas messages between the hours of 7:45 AM-2:45 PM.
- Assignments will be posted in Canvas.
- All work is due by the due date and time listed for each assignment.
- Work is being graded just as if they were in-person so please ensure that students are doing the work.
 - If work is not completed by the due date, the student will receive a zero.
- Attendance is taken through a report on Canvas. Students must log in to Canvas and complete their work in order to be marked present.
 - If you have any issues with technology, please contact the middle school office.
- Please see the below table for additional information/expectations specific to your child's teacher.

Parent Expectations:

- Check your child's assignments daily and ensure that they are completing all assignments.
- Check your child's stream in Canvas daily for announcements.
- Help your child, but please do not complete the work for them.
- If you have any questions regarding technology, please contact the UDASD Student HelpDesk at studenthelpdesk@kids.udasd.org or (717) 362-8134 x488.
- If you have questions specific to your student's work/assignments, please contact their teacher.