

# HELLENIC CLASSICAL CHARTER SCHOOL

## REMOTE LEARNING FAMILY GUIDE



A NATIONAL BLUE RIBBON SCHOOL





# OUR PRIMARY GOALS

- To ensure digital equity for ALL students
- To provide ALL students remote learning instruction that is engaging and flexible, allowing for on-screen and off-screen time. Using Google Classroom as our digital platform and various other online tools
- To provide social emotional supports and guidance
- To be partners with our families during remote learning & continuously communicate with you
- To celebrate our children during remote learning
- To support one another and keep our HCCS community connected

**#HCCSSTRONG!**



# HOW WILL WE TEACH REMOTELY?

We will be using a “Hybrid Model” that employs the following digital platforms:

| Digital Platforms             | When to Use  |
|-------------------------------|--|
| Google Classroom              | <ul style="list-style-type: none"><li>➤ Access Recorded Classes</li><li>➤ Receive and Submit Homework Assignments</li><li>➤ Daily attendance</li><li>➤ Find tools that support assignments</li></ul>   |
| Google Hangouts/ Google Meets | <ul style="list-style-type: none"><li>➤ Small Groupwork/ ESL/ AIS/ Tutoring</li><li>➤ Live Sessions (weblink to <i>Google Meets</i> meeting will be posted in <i>Google Classroom</i> first or through an email)</li><li>➤ Teletherapy (Speech, PT, OT and Counseling)</li></ul> |



# HCCS HYBRID MODEL

We want to ensure that our students receive a quality remote learning experience that meets grade level expectations. Many of our families consist of essential workers or have unique family obligations and demands. That being said, we respect the unique experience which each family is undergoing and understand that a live class experience is not always possible. We believe the model we have chosen is truly the best fit that is equitable for all our students, teachers, and families.

Our “Hybrid Model” consists of pre-recorded instructional materials supplemented by live sessions available via *Google Classroom* at any time.

**Recorded Instruction + Live Sessions = Hybrid Model**

Remote learning is new for our entire school community. We appreciate your patience as we continue to develop the best virtual learning experience for our children.



# HOW WILL THE MODEL BE IMPLEMENTED?

Our teachers will:

- Use both taped versions of their lessons in which they upload a video of themselves on Google Classroom teaching a lesson/ strategy and live sessions on Google Meets/ Google Hangouts in which they are engaging their students in a Read Aloud, Shared Reading or in a Content Area Lesson.
- Provide age appropriate links to websites offering reading material to students enabling them to continue Independent Reading on their respective reading levels.
- Examples: EPIC, Bookflix, Razkids, IXL, Reading A-Z, Newsela & Brooklyn Public Library.
- Paper materials such as workbooks (Phonics, Math, Science, and Greek) as well as writing booklets.
- HCCS will ensure that coursework is aligned to our educational program, and coursework will be tailored to students' needs (including students with disabilities and English language learners).



# FAMILY EXPECTATIONS DURING REMOTE LEARNING FOR GRADES PRE-K-8

## **Children will:**

- ✓ Check in for daily attendance between 8:05 am – 9:00 am daily
- ✓ Actively engage in the lessons and watching the videos
- ✓ Use school-assigned device only for school work. School approved apps only.

## **Parents will:**

- ✓ Review teacher feedback with their child/ren prior to contacting the teacher
- ✓ Privately email teachers with any questions, rather than using the Google Classroom Stream.  
Reminder: The online classroom is for the students and teachers to communicate
- ✓ Respect that teacher professional working hours are 8:00 am - 4:00 pm (note: we kindly ask that if you contact a teacher, allow 24 hours for the teacher to respond.)
- ✓ Notify your child's teacher and administration if you need assistance due to being impacted by COVID-19. This includes parents that are essential workers or have family members who have been impacted, and might therefore need to modify a student's schedule.



# STUDENT EXPECTATIONS

## GRADES K-2

### **Students will:**

- ✓ Sign in between 8:05 am – 9:00 am
- ✓ Watch all videos very carefully prior to completing independent work.
- ✓ Submit assignments directly into Google Classroom. Please no private emails to teachers with classwork. This ensures that all student work is properly collected and reviewed by the teacher, who will then provide feedback.
- ✓ Provide student work handwritten and submitted by uploading an image to the classroom assignment, not typed, unless stated in the directions.
- ✓ Complete work on their own. For example, parents should not assist with tests and quizzes. Teachers use students' work to see what skills and strategies they will need to revisit and plan for future lessons.
- ✓ Complete work on-time. If there is a personal need for time extension, a parent should inform the teacher that morning.
- ✓ Check past work for teacher feedback and resubmit if asked.



# TEACHER EXPECTATIONS

## GRADES K-2

**Teachers will:**

- ✓ Post daily plan by 8:05 am and take attendance by 9:05 am.
- ✓ Post instructional videos for ELA, Math and other content areas.
- ✓ Post resources to supplement virtual instruction and independent work in various areas.
- ✓ Provide feedback on assignments within 24 hours.
- ✓ Respond to parent correspondence within 24 hours.
- ✓ Provide students with 1 to 2 non-instructional Google Hangouts/Google Meet sessions each week for peer interaction (ex: fun Friday, birthday celebrations, snack and chat).



# STUDENT EXPECTATIONS

## GRADES 3-5

**Student will:**

- ✓ Sign in between 8:05 am – 9:00 am daily
- ✓ Submit assignments directly into Google Classroom. Please no private emails to teachers with classwork. This ensures that all student work is properly collected and reviewed by the teacher, who will then provide feedback.
- ✓ Complete work on-time. If there is a personal need for time extension, a parent should inform the teacher.
- ✓ Watch all videos very carefully prior to completing independent work.
- ✓ Read all directions carefully.
- ✓ Provide respectful comments to their peers, as if we were in the classroom.
- ✓ Check past work for teacher feedback and resubmit if asked.



# TEACHER EXPECTATIONS

## GRADES 3-5

**Teacher will:**

- ✓ Post daily plan by 8:05 am and take attendance by 9:05 am
- ✓ Ask students to participate
- ✓ Post instructional videos for ELA, Math and other content areas as the curriculum is scheduled.
- ✓ Post resources to supplement virtual instruction and independent work in various areas
- ✓ Provide feedback on assignments within 24 hours.
- ✓ Respond to parent correspondence within 24 hours.
- ✓ Provide students with 1 to 2 non-instructional Google Hangouts/ Google Meets sessions each week for peer interaction (ex: book clubs, games, snack and chat).



# STUDENT EXPECTATIONS

## GRADES 6-8

**Student will:**

- ✓ Students must sign in by 8:05 am – 9:00 am daily.
- ✓ Students are expected to submit assignments directly into Google Classroom. Please no private emails to teachers with classwork. This ensures that all student work is properly collected and reviewed by the teacher, who will then provide feedback.
- ✓ Students should complete work on-time. If there is a personal need for time extension, a parent should inform the teacher.
- ✓ Students are expected to watch all videos very carefully prior to completing independent work.
- ✓ Students must read all directions carefully.
- ✓ Student work should be authentic and all work should be shown.
- ✓ Student comments to their peers should be respectful, as if we were in the classroom.
- ✓ Students will check past work for teacher feedback and resubmit when appropriate.



# Teacher Expectations

## Grades 6-8

**Teacher will:**

- ✓ Ask students to sign-in daily for attendance and participation.
- ✓ Post instructional videos for ELA, Math and other content areas as the curriculum is scheduled.
- ✓ Post resources to supplement virtual instruction and independent work in various areas.
- ✓ Provide feedback on assignments within 24 hours.
- ✓ Respond to parent correspondence within 24 hours.
- ✓ Provide students with 1 to 2 non-instructional Google Hangouts/ Google Meets sessions each week for peer interaction (ex: book clubs, snack and chat).



# WHO DO I CONTACT IF I HAVE A QUESTION?

- **General Questions:**  
Call the school main office at 718-499-0957 Press 1 for Park Slope and Press 2 for Staten Island.
- **Questions regarding academics or instruction:**  
Teachers – first initial and last name @hccs-nys.org  
HCCS-Park Slope: Principal Mrs. Natasha Caban Vargas at [ncaban@hccs-nys.org](mailto:ncaban@hccs-nys.org)  
HCCS-Staten Island: Principal Mrs. Cathy Kakleas at [ckakleas@hccs-nys.org](mailto:ckakleas@hccs-nys.org)  
HCCS Administration: [admin@hccs-nys.org](mailto:admin@hccs-nys.org)
- **Questions regarding non-instructional issues:**  
Chief of Operations, Mrs. Joy Petrakos at: [joy.petrakos@hccs-nys.org](mailto:joy.petrakos@hccs-nys.org) and cc your child's principal.
- **Questions regarding guidance related concerns**  
Contact our schools' guidance counselors: Park Slope: Mrs. Etimos [aetimos@hccs-nys.org](mailto:aetimos@hccs-nys.org) &  
Staten Island: Ms. Shannon [sdonohue@hccs-nys.org](mailto:sdonohue@hccs-nys.org)
- **Questions regarding technology issues:**  
Mr. Anthony email [support@hccs-nys.org](mailto:support@hccs-nys.org)
- **Questions regarding communication/family support:**  
Email Director of Community & Family Engagement, Ms. Dena [dcapetanakis@hccs-nys.org](mailto:dcapetanakis@hccs-nys.org)



# WHAT SHOULD I DO IF MY CHILD IS ABSENT?

**If your child is absent, you must email your child's teacher.**

**Attendance Support Team:**

- HCCS-PS Grades Pre-K, K, 1 & 2:  
Ms. Cynthia Molos at [CMolos@hccs-nys.org](mailto:CMolos@hccs-nys.org)
- HCCS-PS Grades 3-8  
Mr. T at [WTinney@hccs-nys.org](mailto:WTinney@hccs-nys.org)
- HCCS-SI Grades K and 1  
Ms. Shannon at [SDonohue@hccs-nys.org](mailto:SDonohue@hccs-nys.org)



# Google Meet Every Thursday

## *Ask The Counselor*

Our "Ask the Counselor" sessions will help keep our families and students connected and address any of their questions or concerns.

### **Google Meet Sessions every Thursday**

Pre-K, 1 and 2 families at 11:00 am

Grades 3, 4 and 5 families at 11:45 am

Grades 6, 7, 8 families at 12:30 pm

### **Individual Google Meet sessions:**

If a student or parent/guardian would like to set up a private Google Meet session with the guidance counselor, email the counselor to schedule a private appointment.



# TECHNOLOGY RULES

- Devices provided by the school should **only** be used for remote learning activities.
- Do **not** download any new apps.
- Once a photograph or video connected to an assignment is shared with the teacher or uploaded to Google Classroom, please delete from the iPad, as it can be viewed by all Hellenic iPad users.



# SAMPLE SCHEDULE

See below a sample schedule to manage your child's daily routine during school days:

- ☐ Wake up, eat breakfast, brush teeth & get dressed
- ☐ Play time, music & movement, clean up
- ☐ School Time !
- ☐ Lunch and Recess
  - Wash Hands
  - Lunch Time
  - Clean Up & Get some fresh air if possible, Stretch
- ☐ School Time !
- ☐ Free Time
- ☐ Bedtime Routine



# FINAL THOUGHTS

**We want your feedback!**

We want your remote learning stories and photos to share!

We thank you for your HCCS school spirit! We thank all of our heroes!

*Until we are together again, Stay #HCCSSTRONG*

(Note: This family guide will be updated and revised often as we continue to grow as remote learners.)