

Dear Parents and Guardians,

March 23, 2020

First and foremost, thank you for your continued understanding and support as we move through the remote learning experience together. Our teachers spent most of last week diligently preparing their electronic platforms for communication and instruction as we officially roll out our remote instructional activities on Wednesday, March 25th.

The SCUC Remote Learning Plan and parent guide can be found here: [English Version](#) and [Spanish Version](#). Please take a moment to read through it to ensure your student is successful and supported.

Teachers should have provided your student the Google classroom code for each class. In order to meet the CDC recommendations of limited contact, we are encouraging all students to participate in the remote learning activities through the use of Google Classroom and Zoom. Please be aware that we have posted an alphabetical list of all teachers and their Google Classroom information on our [Clemens webpage](#).

To meet those technology needs, last Friday you should have received an email from SCUC Superintendent, Dr. Clark Ealy, which included information about requesting student devices. If your household is in need of additional technology devices, then you must request it through the technology department via the [Student Device Home Survey](#). Upon submission of the survey, the district technology department will be contacting those who requested technology with a specific pick time and location.

Although district leaders worked hard to create and develop a comprehensive remote learning plan, there may be unforeseen setbacks along the way. We encourage parents, students and teachers to remain positive and flexible. As students prepare for remote learning to begin on March 25th, we encourage them to establish a schedule in order to get back into a daily routine. If at all possible, create a separate learning space so that he/she can focus on instructional tasks without distractions. Also, allot time so that they can take breaks and move around just as they would during a regular school day. Please know that your student's teacher is the first point of contact for any and all instructional needs. They will help facilitate and guide you and your student through lessons, assignments and concerns.

As teachers assign work each Monday by 8 a.m., the deadlines for work submissions are as follows:

- 1) All online assignments must be submitted electronically by midnight of the following Sunday.
- 2) Students completing paper assignments, the assignments must be dropped off in the front of the school by 12 (noon) on the following Monday. A drop box will be stationed at the front of the school building near the main office until the conclusion of our school closures.

Please ensure that the paper assignments have all required information written on them before turning them into the drop box. This includes: **student first and last name, student ID, teacher first and last name and date.** This information will help expedite the return of the assignments to the teacher for grading.

Lastly, we know that these unprecedented times may cause additional stress and worry for our students and their families. In addition to teacher support, our counseling staff is available during regular work hours via phone or email. I have attached their contact information for your use. Please don't hesitate to reach out to them for assistance as well.

We will get through this together! Thank you for your unconditional support and cooperation.

Sincerely,

Missy Sosa, Clemens H.S. Principal