



GERMANTOWN CENTRAL SCHOOL DISTRICT

123 Main Street, Germantown, New York 12526-5338

4/1/20

Dear Parents and Student in grades 7-12,

I hope this letter finds you well. The current COVID-19 situation has turned everyone's life upside down and we are aware of the daily struggles that you and your children are going through. If you need anything, please reach out to the school. We have counselors available; food pick up here at the school; and technical help for school computer issues. The main office number is 518-537-6281, ext. 2301. Technical help is ext. 2110. (csears@germantowncsd.org) or (igarvey@germantowncsd.org)

In the wake of the current situation, I would like to update everyone as to how we are getting assignments out to 7-12th grade students and how we will be grading student work. We are using Office 365 as our primary platform. This includes email, which is 'Outlook', and a function called 'Teams.' The 'Teams' and 'Outlook' functions have been pushed out to all student school devices.

- Click on the purple 'Teams' icon and that will lead you to your child's classes.
- If you go in through Office 365 on a personal computer, you must first search in the browser for Office 365 or go to the school website and find the link for Office 365.
- Click on the link, and then log in using the school email and password. Students should have saved this login information in their notes on their school computers. (If they have forgotten it, please contact the tech department above.)
- In Office 365 there will be a purple icon named 'Teams.'
- If you click on the icon you will then see your child's classes. It could be Math 8 or English 9 or any of the electives that your child takes. Simply click on the class icon and you will see a tab for all current assignments, a chat room for discussions with the teacher and other functions.

We feel that this is the most efficient way to communicate to students and parents without overwhelming everyone with emails. Teachers will be monitoring their classes daily and will be available to message with students, return emails, or video chat. Soon, some teachers will be holding classes via video chat in teams.

As for grading, we will be grading all work for students and posting those grades on the eschool portal. The 3rd quarter ends on April 9th. All work should be completed by then. Teachers are available for questions and will be flexible in how they receive the work. For example, if students can't submit work digitally, please make arrangements to hand it in to the office at school. Any incomplete work from the 3rd quarter, prior to the closure, can also be submitted. Please reach out to the teachers for more information. We will update you if the grading policy changes for the 4th quarter. We are expecting a decision on Regents' exams from the state in the near future. Once that decision has been made, we will update the school website with that information.

We are all doing the best we can under the circumstances. Please reach out to the main office or by email, didonna@germantowncsd.org, if you need anything. We are here to help. Take care and stay safe.

Sincerely,


James DiDonna