



**Kenmore-Town of Tonawanda
Union Free School District**
Summer School

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July 2020

Dear Parents and/or Guardians:

This letter will serve as an additional notification that your daughter/son has been enrolled in the Ken-Ton Summer School program. There have been changes to the instructional program with Summer School being completely on-line this year. Here is the important information that you will need to know moving forward for the Summer of 2020.

Dates:

- Summer School will run from July 8th – August 13th (Monday – Thursday).
- **Block 1** (8:00am – 10:03 am) / **Block 2** (10:13am – 12:16pm.)

Learning Platforms:

- All teachers will use either Google Classroom or Canvas as digital learning platforms.
- All classes will require **at least one hour per day of synchronous learning** with the rest of the instruction being **asynchronous learning**.
 - o **Synchronous learning:**
 - Synchronous learning is the kind of learning that happens in real time. This means that you, your classmates, and your instructor interact in a specific virtual place, through a specific online medium, at a specific time. In other words, it is not exactly anywhere, anyhow, anytime. Methods of synchronous online learning include video conferencing, teleconferencing, live chatting, and live-streaming lectures.
 - o **Asynchronous learning:**
 - Asynchronous learning happens on your schedule. While your course of study, instructor or degree program will provide materials for reading, lectures for viewing, assignments for completing, and exams for evaluation, you have the ability to access and satisfy these requirements within a flexible time frame. Methods of asynchronous online learning include self-guided lesson modules, streaming video content, virtual libraries, posted lecture notes, and exchanges across discussion boards or social media platforms.
 - o **This means your child MUST log on each and every day.**

The Ken-Ton School Community will provide our students with the supports, tools, and diverse opportunities needed to meet the challenges of an ever-changing world.



Attendance Policy:

- All students must log in every day during each class for their one hour of synchronous learning to be marked present.
- Students will be **removed** from the program if they **miss 4.0 days** of synchronous learning.

Grading:

- Every teacher will review the grading procedures for each class in their individual course syllabi.

Student and Parent Expectations:

- Please carefully review the next two pages.
- Please share the student expectations with your child.

Student's Schedule:

- Student schedules can log into Infinite Campus to view their preliminary class schedules. ***Final schedules will be available on Monday July 6 after 2:00 pm.***
- **Please make sure you check your Ken-Ton Google email for teacher communication.**

We are living in a unique time. Within reason, we will be as flexible as possible to help accommodate any needs that may arise. Please contact the Summer School Office if you have any questions or concerns at (716) 871-2054. I look forward to watching your child find academic success this summer.

Sincerely,

Matthew E. Raines



Student Responsibilities for Online Learning

1. It is every student's responsibility to review the [District Code of Conduct](#).
2. It is expected that students will complete assignments for all summer school classes during this online-learning experience.
3. Students will be held accountable for work during this time - content addressed as part of distance-learning is applied to course requirements.
4. **Students must log in every day to each course during the synchronous learning time** - this is how your attendance will be tracked.
5. Students (and/or parents) should contact the teacher via email or Google Meet with questions or concerns regarding assignments.
6. Daily expectations:
 - a. Complete assignments before the teacher assigned deadline.
 - b. If a student has questions, or concerns, it is the students responsibility to reach out to teachers via Google Classroom, Email, or Google Meet.
 - c. Must log in to Google Classroom, daily, to demonstrate participation in order to earn credit.
7. Office Hours: teachers will be available for Google Meet participation and to answer emails Monday-Thursday, 8:00 am-12:16 pm.
8. Students will access their content via Google Classroom. Here is a [helpful video](#) for Google Classroom to assist you.



Parent Responsibilities for Online Learning

1. Empower your daughter/son to establish a routine and participate daily.
2. Students can work anywhere (except school) with internet access.
3. Learning activities will be posted by 8:00am Monday - Thursday. Students and parents use Google Classroom and/or email to contact their teachers with questions.
4. Learning is authentic and can occur online or offline. Specific expectations will be outlined in each classroom teacher's syllabus.
5. Teachers will be available to students, Monday-Thursday, 8:00am - 12:16pm.
6. Teachers plan activities that relate as closely as possible to current class content or skills. The activity will reinforce existing understanding or introduce new content that will be continued to be covered in class.
7. If your child does not complete the learning activities it will impact their learning and assessment.
 - a. Parents should not be placed in the role of teaching; students should be able to independently carry out the tasks assigned by teachers.
8. Teachers will continue to offer a rigorous program of learning and assessment by:
 - a. Specifying formative and summative assessments submission procedures (practice only, no submission; submission to Google Classroom);
 - b. Continuing to assess via projects and assessments. Assessments will be posted at a specific time with the expectation to complete within a certain time period). Where possible we encourage and will offer online group conversations (Google Meet).
9. Please have your child show you that they are able to access their Google Classroom.
10. [Parent's Guide to Google Classroom](#)