



## Stanhope Public School District

OFFICE OF THE PRINCIPAL  
24 Valley Road  
Stanhope, NJ 07874

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[www.stanhopeschools.org](http://www.stanhopeschools.org)

**Alicia Finklea-DiCataldo**  
*Principal*

**Steven T. Hagemann**  
*Superintendent*

**Dr. Steven E. McHugh, Sr.**  
*Business Administrator/Board Secretary*

March 16, 2020

Good Morning Stanhope Families,

First, and foremost I would like to personally thank you all for your support as we enter a newly structured academic arena. As many of you know, due to the Covid-19 outbreak, we are in the process of transitioning our school district into a remote learning environment. I would like to take the opportunity to outline the details of what daily attendance and instruction will look like. The remote learning environment is scheduled to begin on Tuesday, March 17th. The following outline of information will provide you with guidance, as we all navigate this event together.

#### Attendance:

- Parents are responsible for taking their child(ren)'s attendance each day through the Genesis Parent Portal. If a student is not marked "present", they may be considered "absent" for the day. Please see directions below:
  - Once logged into the Parent Portal, click the attendance tab.
  - Click the "Notify Attendance Office" tab
  - For each child, choose the option of "present" or "absent" based on their ability to complete assigned coursework for the day
  - If marking your child absent, please submit a "reason for absence"
  - Once finished, click "Submit to Office"

#### Instruction:

- All academic instruction will occur via Google Classroom or Gmail
- Google Classroom can be accessed through the student's Gmail account via [stanhopeschools.org](http://stanhopeschools.org)
- A paperless environment has been initiated
- All assignments will be available to complete online
- All instructional areas will be distributing assignments each week, with a due date attached
- Assignments will be separated out by week (ie. week one, week two)
- Lessons may be presented via recorded video, depending on necessity and in the best effort to create facetime with students

- Students may complete assignments any time of the day, depending on what works best for your family routine
- Whenever possible, an adult should be present during the completion of assignments to provide support, if necessary
- All staff will be present for support during regular school hours via Google Classroom and Gmail
- Please ensure positive, responsible digital citizenship on the part of each student, according to the districts Student Handbook and Code of Conduct

The following link provides additional instruction on how to both access your child's Google Classroom and navigate the site

[https://drive.google.com/file/d/1rLjRxeGccrD8Xyb\\_ZbvUEFLJIYnLdrx9/view](https://drive.google.com/file/d/1rLjRxeGccrD8Xyb_ZbvUEFLJIYnLdrx9/view). If you need additional access to technology, please let us know at your earliest convenience. Please reach out with any additional questions and or concerns. Thank you again for your time and support in this effort!

Wishing you and your family a healthy and safe learning environment, as we look forward to your return to Valley Road. #WeAreVRS

Best Regards,

Alicia Finklea- DiCataldo