

Dear Students,

I hope that this message finds you well. I want to thank you for your flexibility and resourcefulness in dealing with the uncertainty of recent days. Your support of each other has been a shining example of our values and our close-knit community. In this memo, I would like to describe the goals, procedures, and expectations for remote learning.

Our objectives are to maintain the essential elements of a Great Neck Adult Learning Center education and to continue the valuable connection between teachers and students. To that end, we ask that students take remote learning at home as seriously as a regular school day. We expect that you will be on time, prepared for class, will have completed assignments, and will be fully engaged, so that there is no interruption in your desire to improve your English or earn your high school equivalency diploma. Together we will turn this challenge into an opportunity.

Overview

Remote learning will begin at 9:00 a.m. or 6:30 p.m. on Monday, March 23 for students who attend class on Mondays or on Tuesday, March 24 if you had class on Tuesdays. It is most important that you follow your assigned class schedule. Teachers will strike a balance in delivering a learning experience as close to the regular curriculum as possible, while making some necessary modifications to accommodate this new virtual learning platform.

Teachers have been trained and they are looking forward to reconnecting with each of you online. We anticipate that many things will run smoothly from the very first day, in terms of joining class sessions and following the teachers' lessons. We also are realistic in acknowledging that it may take a few days to establish a familiar online class routine.

Technology

Students will have the best online experience on a desktop or laptop computer but you can certainly use an iPad/tablet or phone device of your choice. Having a fully charged device will be paramount during your scheduled session to avoid interruptions. We will post helpful information on our Great Neck Adult Learning Center homepage and your teachers will provide you with all of the necessary class notes, materials, handouts, links, and resources. Most students are already familiar with how to access these electronic documents.

We will use Google Meet as our virtual learning platform. The links to class sessions will be sent by your teacher via email to each student. Your teachers will provide you with a Google Meet cheat sheet and I encourage you to take advantage of the many online Google Meet tutorial videos should you feel it is necessary.

Please remember that students should mute themselves once they are logged in and should prepare their materials ahead of time. If using a cell phone or iPad to connect, there is a Google Meet app to download (see cheat sheet).

Schedule

Teachers and students will meet online from 9:00 a.m. to 1:00 p.m. if they are a DAY student, with breaks in between. EVENING students will meet online from 6:30 p.m. to 9:30 p.m. Remember, you are assigned to the same teachers and following the same class schedule as you had when you were in school. Please be sure to complete independent work as assigned by each teacher. Any homework will be reviewed and submitted either during a Google Meet session or electronically as explained by your teacher.

Recordings

All class sessions will be recorded. That way, any student who would like to review a lesson can easily do so. Also, students who miss a class for absences or technical difficulties will not be at a disadvantage. This also creates a record for student accountability. Teachers will establish a shared Google folder or other location to view for your class videos.

Procedure

Regular class lessons and assessments will continue during this period of remote learning. Teachers may also design ways to deliver quizzes and tests in the weeks ahead.

Expectations

Attendance – A staff member has been assigned to take attendance, and classes will begin on time. If a student is unable to join a session, please email your teacher. In case of sickness or prolonged absence, we will work together to determine the best course of action.

Technology – We fully anticipate that some students may encounter problems with Internet access, streaming speed, or connectivity. That is why the sessions will be recorded for later viewing. Please make sure your device is muted unless you are

Email – Since primary communication will be online, we anticipate that email exchanges will likely increase. We will aim to respond to student messages as quickly as possible to resolve any problems that may arise.

Clothing – Students and teachers will be viewable through video and classes are recorded so please wear appropriate attire (e.g., no pajamas) during your session.

Digital Citizenship – All school norms still apply online. All email messages, Internet history, and Google Meet actions are tracked by the IT department and are governed by the existing Acceptable Use Policy.

In summary, even though the physical school has closed temporarily, school is open. Together, we will be adaptable in the days ahead, as we adjust to online lessons and stay connected as an Adult Learning Center-community. I am grateful in advance for your patience and understanding in working through this process together. I hope that you and your families stay safe and healthy. Please let me know if you have any questions.

Kind regards,
Dr. Errin Hatwood
Director of Adult Education