



Harbor Country Day School
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K Through Grade 8 Remote Learning Program

The remote learning option is only for students who must stay out of school for **COVID health-related reasons** or a **documented medical reason**.

Students may **only** use the remote learning option if they:

- 1) Are waiting for a PCR test
- 2) Are quarantined due to a covid exposure
- 3) Have tested positive for COVID-19
- 4) Have a documented medical reason (some examples include a broken leg or recovery from surgery)

For short term quarantine, such as waiting for a COVID test, students may choose to request work from the teacher or join the class remotely. ***In this case, remote learning will begin the following school day 24 hours after first absence.*** Remote learning must be approved by [Nicole Fotis](#), the K-8 principal. For a long term quarantine, a remote learning start and end date will be determined by school nurse, Ms. Busa, and communicated to the family.



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Harbor Country Day School Remote Learning Option Procedures and Expectations:

1. In order to maintain the continuity and the integrity of the class, **only students who have been approved for the remote option may ZOOM into the classroom.**
2. In order to come back to school in-person, a negative **COVID test or a doctor's diagnosis will be required.** Re-entry documentation should be sent to Nancy Busa at nbusa@hcdsny.org.
3. Remote students will ZOOM into the classroom daily following their grade level schedule. They will be able to see their classmates and at times, participate in classroom discussions.
4. Remote students will participate in all academic subjects and co-curricular classes.
5. Remote students will be required to submit a **weekly PE log** that should document daily exercise. The PE staff will contact any registered remote students.
6. Remote students **may not** be able to participate in certain classes if those classes are conducted outside of the building.
7. Attendance is required and will be taken each day. **If a student cannot attend a scheduled session, the nurse and teacher must be notified.** Students will receive an unexcused absence if they are absent from a session without notice.
8. Remote learning students will be assessed in the same way as in-person students and will be expected to complete classroom assignments and assessments.
9. Remote students are expected to behave as if they are in the classroom and will be held to the same expectations as in-person students.
10. Remote students should be dressed in a Harbor top when on camera.
11. The teacher may ask remote students to leave a session if their behavior is distracting or disruptive.



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12. The teacher may ask remote students to mute themselves or leave a session if background noise is distracting or disruptive.
13. Screenshots or recording of remote learning sessions by parents, students, or teachers is prohibited to protect the privacy of all students.
14. Remote students **must** wear headphones **at all times** to protect the privacy of all students.
15. Remote students **must have their camera on** at all times.
16. Students should be sitting upright with their faces on the screen.
17. Parents are expected to pick up all materials and books needed for class(s). Teachers may periodically need parents to pick up extra materials.
18. Procedures and expectations are subject to change.

Harbor Country Day School Remote Learning Requirements:

1. Students must have a desktop or laptop computer with a camera for use at home.
2. A printer is highly recommended. Students without printers may not be able to participate in all activities.
3. A strong WiFi connection is required (contact Artie Weissbach at aweissbach@hcdsny.org for assistance).
4. A quiet workspace free from distractions, background noise, or family members in view of the camera.
5. Students **must** wear headphones **at all times**.
6. Absolutely no other devices should be used during class time without the permission of the teacher (i.e phones, ipads).
7. Requirements are subject to change as circumstances evolve.