

Frequently Asked Questions (FAQ) - Winter Remote Period

What do I do if I need to change the time that I pick my student up for the winter break?

- All parents should complete an absence request form located on the [Parent Portal](#). Please set the return date to 11/30/20 (*this is the date that remote classes will begin*).
- You should contact ajordan@hotchkiss.org to request any changes in your pick up time or date.
- All students should be picked up during their designated time in the main circle of the School's Main Building.

Where can I find the revised School Calendar?

- You can find the revised School Calendar at <https://www.hotchkiss.org/calendar>

Will there be any changes in the academic schedule while we are remote?

- We will be reducing one class period a week per subject when we are all in remote learning.
- Updated schedules will be released by Tuesday, November 24, and will go into effect when students turn to remote learning on Monday, November 30.
- A high priority will be placed on evening out course meetings and workload for students over the course of the week.

Will there be midyear exams?

- No, we will not have a midyear exam period this year.

Will students be required to attend all classes?

- Attendance will be taken and recorded during the winter remote period.
- Students will be expected to attend synchronous classes except those held before 7 a.m. or after midnight in their current location.
- Students who are not able to have class will have materials available to them through Canvas, including class recordings and all materials discussed or distributed during class. Teachers will arrange an opportunity to connect individually with students who are unable to attend the class session that week.
- Students should practice good communication with their teachers before an absence. Teachers will mark a student absent if they are not present when they have communicated they should be present.

What should we do if a student is sick and can't attend a class?

- If your student is sick and unable to attend classes, you should email healthcenter@hotchkiss.org. This will help us excuse the absence.
- If your student needs to miss classes for another reason, email your student's class dean directly.

Will the Teaching and Learning Center (TLC) continue to provide resources?

- Yes, the TLC will continue to provide individual support meetings, drop-in help, and study support.
- Students can view all of TLC resources and find Zoom links and contact information on the [HUB's](#) "Quick Links."
- You may also find this [Distance Learning Guide for Parents](#) helpful.

Will the counseling office continue to provide resources?

- The counseling office can consult with students and their families during the remote period.
- To connect with the counseling staff, please contact Jodi von Jess, director of counseling, at jvonjess@hotchkiss.org.
- If needed, they can help students connect with local providers.

Will clubs and affinity groups continue while we are all remote?

- Yes, clubs and affinity groups will remain active when classes are in session.
- Students should check their emails for club and group meetings and gatherings. They can also monitor the community calendar located on the [HUB](#).

Will co-curriculars meet while in the remote space?

- Some co-curriculars may have opportunities to connect during the winter remote period.

Will students continue to have class meetings, All-School Meeting, and advisory meetings each week?

- Yes, class meetings, All-School Meeting, and advisory meetings will continue while School is in session during the winter remote period.

Who do I contact if I have concerns or questions?

- If you have questions or concerns about your student, please contact your student's faculty advisor and/or class dean.
- If your student has an academic related question, please encourage your student to email their teacher directly.
- If your student is looking for additional campus resources, encourage them to visit the [Hotchkiss HUB](#) (*which can only be viewed by students when they use their Hotchkiss.org email address*).
- A broader list of School contacts can be found at <https://www.hotchkiss.org/parents/school-contacts>.