FRANKLIN LAKES PUBLIC SCHOOLS

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www.franklinlakes.k12.nj.us

Gayle Strauss, Ph.D   **Michael J. Solokas**
Interim Superintendent of Schools   *Board Secretary and Business Administrator*

Dear Elementary Families,

Due to the most recent announcement that the District will be closed effective today, Friday, March 13, 2020, please see the following plan to provide home instruction for our students.

The Franklin Lakes Public School's plan for distance learning requires online access and a device for accessing classroom materials. The District recently surveyed the community to determine which families would need to borrow a device from the District to be able to participate in distance learning in an online environment.

Please see the helpful information below that supports parents in accessing their child's online learning environment, their teacher's remote classroom! Our schools will run on a virtual minimum day schedule from 8:45-1:00 for students and our teachers will be intermittently available remotely in their online classroom and via email until 3:30 each day.

1) Students should sign into Google Classroom by clicking here (https://classroom.google.com) and use their Franklin Lakes Genesis Student ID # @franklinlakes.k12.nj.is to log in. If your child has never logged into Google Classroom before, their initial password is "welcome1". If your child has logged into Google Classroom before they will need to recall their password. If they do not remember their password, they should email support@franklinlakes.k12.nj.us. Once you log in, you will see an option to join your child's classes. Once you join your child's classes, their coursework will appear under the "Classwork" tab.
2) Google Classroom will be your starting point each day that school is closed. Log in to your child's Google Classroom. Under the "Classwork" tab, respond each day to your homeroom teacher's "Who's Here Today?" Post to indicate that you are present for school that day by clicking the post and then clicking "View Material". Type the word "Here" in the "Add class comment" box and click the arrow on the right side of the box to post by 3:00 pm each day. Your child can also do this on their own, but we want to be able to provide support for our youngest learners. If your child will be absent, log your child's absence in Genesis as soon as you are able to do so.
3) Your child can follow their schedule for the day from their Homeroom Teacher's Google Classroom. They can use the classroom codes posted in the Google Classroom to access all special area classes and all special programming under "Other Classes".

If you have technology issues, please send an email to support@franklinlakes.k12.nj.us. If you need support with your child's assignments in Google, please send an email to your child's teacher. If you have any other questions, please send an email to your child's principal. We will do our best to direct all inquiries to the proper resource.
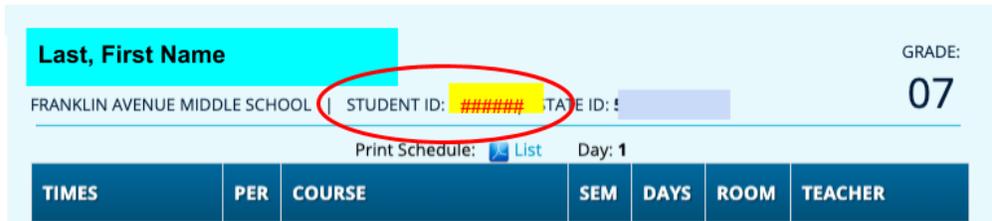
We recognize that this new learning environment will feel new and different for everyone. As we learn and grow together, we expect that we may experience some hurdles that we will need to overcome. We appreciate your patience and willingness to partner with your schools in the interest of public health and continued learning.

Sincerely,

Jaclyn Bajzath	*Christine Gagliardo*	*Ann Jameson*
HMR Principal	CRS Principal	WAS Principal

What is my student's Genesis Student ID#?

| Last, First Name						GRADE: 07
FRANKLIN AVENUE MIDDLE SCHOOL	STUDENT ID: #####	STATE ID:				
Print Schedule: List	Day: 1					
TIMES	PER	COURSE	SEM	DAYS	ROOM	TEACHER

Logging into Google Classroom

1. Navigate to classroom.google.com on the internet application of your choice (Ie. Safari or Chrome). 2. Click **Sign In.**	SIGN IN
3. Enter your Google ID username and **click Next.** *Reminder:* Your username is: _ _ _ _ _ _ @franklinlakes.k12.nj.us	Google name@myschool.edu Next
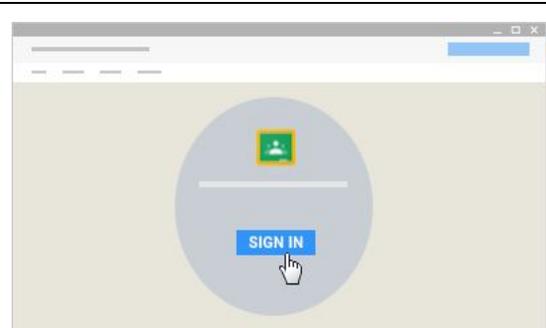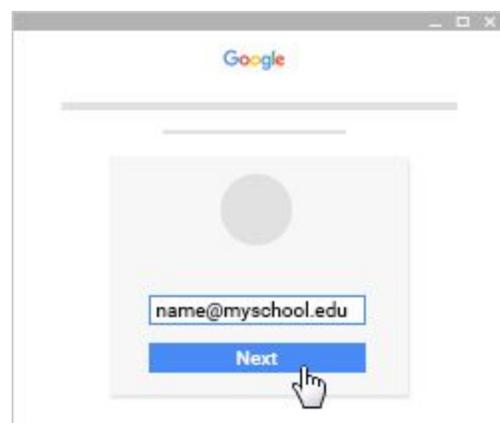
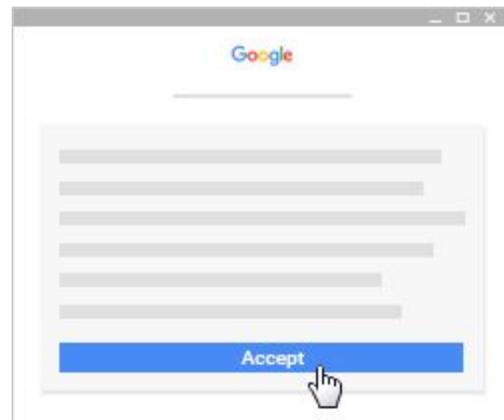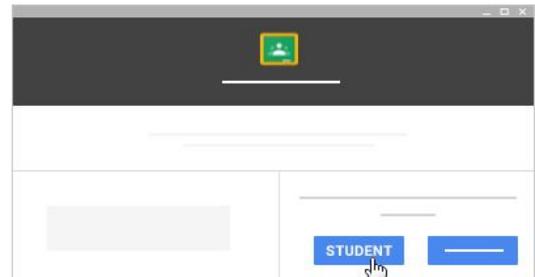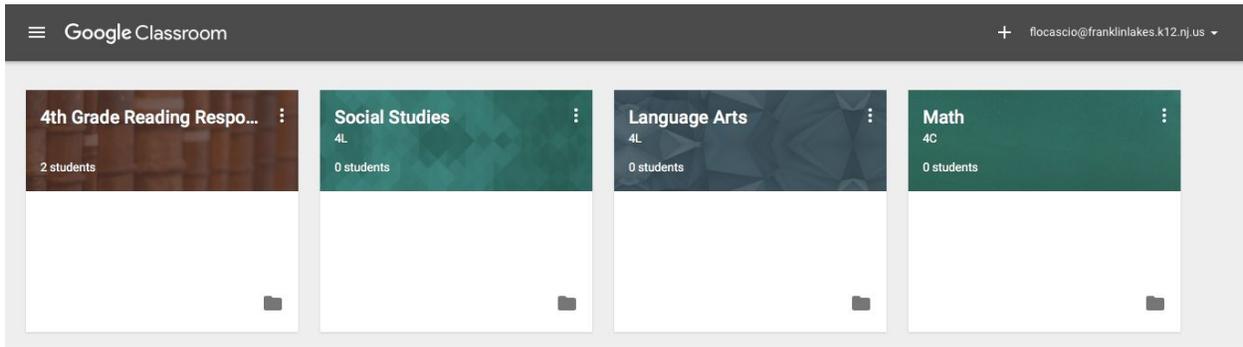|	
3. Enter your password and click **Sign-In**. *Reminder:* your password is: _____	
If first time using Google Classroom, follow steps 4 and 5 in **this box**. 4. Read the welcome message and click **Accept**. **5.** Scroll down and click **Student**.	

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After you have joined the classes your teacher wants you to, you will see the classes when you visit classroom.google.com

4th Grade Reading Respo... ⋮

2 students

📁

Social Studies
4L

0 students

📁

Language Arts
4L

0 students

📁

Math
4C

0 students

📁

Click the appropriate class to complete your assignment.

Use the "Classwork" tab in Google Classroom to post attendance and locate assignments.