

Hello All,

This is an introduction to the DKHS Online Fall 2020 Semester. Please understand that this is new to all of us, and we will learn together and there will probably be changes and additions as we all become accustomed to this new experience. I have listed below important information that parents and students will need to begin the school year:

If you have questions, please contact me

- Carla Poignard (in some cases on Edmentum, I will be listed as Carla Culbert, same person)
- Email carla.poignard@dkschools.org
- Phone 269-623-1121. To begin the year, I will be available during normal school hours 7:55 a.m. to 2:55 p.m and Thursday evenings from 5:00 p.m. to 8:00 p.m. These hours may change as the semester progresses
- It is absolutely necessary that students check their school email at least once per day on regular school days.
- Students should make sure that they have enrolled in the DKHS Online Google Classroom. The code is 5cefXd.
- Parents, please make sure that your email is up to date. If it is easier, please send me a message with your email address so that I can have continual contact with you.
- Once I have an email, I will invite you to the Google Classroom, so that you can be aware of assignments, notifications and any other valuable information.

Enrollment in Edmentum Courses:

- Every student will be enrolled in courses that they selected during the course selection process last spring. We can change those if necessary.
- I will have guidance from Mr. Hogoboom that students are taking courses that will keep them on track for graduation.
- If your student has an elective, they will need to look at the DK Online Course Catalog that can be found in the "Important Material" section of the Google Classroom. You will need to contact me individually through phone, email or a google meet so that I can ensure that this course will fit into your graduation plan. These classes will be added as the week progresses.
- Once all courses are set in your schedule, you are expected to log in to each class every school day. If you only have one or two classes to begin, you will need to begin logging into those classes by Thursday or within one day of being enrolled in the class.
- There is a pacing guide in each class. Students are expected to follow this schedule.

- All tests are locked. Mastery tests will be unlocked once a tutorial is completed. All other tests, the student will need to contact me so that I can unlock the test at the desired time.
- All courses will have a “Student Orientation”. This portion will only be required in the English classes, which every student should have. It will not be required in the other classes.
- For each class in Edmentum, there will be a pacing guide, a scale showing the percentage of work completed, and a current grade. Please be aware that Post Tests and End of Course tests will carry a heavier weight towards final grades and they are taken later in the semester.

Again, any questions, please contact me. Email will be the most efficient.