



March 11, 2020

Dear Grades 6-12 Students:

Given the current developments with COVID-19 in our area, it is necessary for us to prepare for the continuation of your education in the event that schools may be closed. With information from the State and in accordance with guidelines set forth to meet compliance for days to count as “school days,” the district administration has developed a plan that will afford you the opportunity to maintain your educational experience through virtual means using district technology platforms.

In a collaborative effort among the secondary supervisors and administrators, we have created the following format for virtual instruction should the need arise. All teachers will be expected to utilize Google Classroom, supplementing other applications as appropriate in order to provide continuity of instruction. On an A Day, you will receive assignments for Periods 1, 2, 3, and 4, and on a B Day, you will receive assignments for periods 5, 6, 7, and 8. The students’ school day will be consistent throughout the district, with a start time of 8:30 a.m. and an end time of 12:30 p.m.

A Day Schedule:

Start Time	End Time	Period
8:30 a.m.	9:30 a.m.	Period 1
9:30 a.m.	10:30 a.m.	Period 2
10:30 a.m.	11:30 a.m.	Period 3
11:30 a.m.	12:30 p.m.	Period 4

B Day Schedule:

Start Time	End Time	Period
8:30 a.m.	9:30 a.m.	Period 5
9:30 a.m.	10:30 a.m.	Period 6
10:30 a.m.	11:30 a.m.	Period 7
11:30 a.m.	12:30 p.m.	Period 8

We will alternate A and B days for the duration of the school closing.



Attendance:

In order to monitor student engagement and track attendance for each of your classes, teachers will provide assignments for each class that is meeting on a particular day (Periods 1-4 on A Day, Periods 5-8 on B Day). You must submit each assignment for each period via Classroom by 8:00 p.m. on the day it is given as evidence of attendance for each class period. Teachers will enter attendance into Skyward the following morning based on who has handed in the previous day's assignment by 8:00 p.m. (present) and who has not (absent). While the times outlined above provide structure, the later submission due time will enable students who need flexibility for a variety of circumstances to receive credit for the work they complete. If you are sick, please remind your parents to follow the usual procedure for reporting your absence to the school.

Communication:

It will be important for teachers to be accessible should students need help with an assignment or concept; therefore, teachers will be available online between 8:00 a.m. and 12:30 p.m. each day. Teachers will give feedback on your work, and if parents have questions, they should expect a teacher response to an email within 24 hours, as is our normal policy. Teachers may provide longer range assignments, and some may use virtual meetings or online collaborative formats as deemed appropriate for answering student questions and maintaining student engagement.

Staffing:

If a teacher becomes too ill to work, assignments will continue to be posted and we will make every effort to provide students with feedback in a reasonable timeframe.

Please refer to this letter as guidance for expectations should we transition to home instruction using virtual means. This plan provides consistency across the district, supporting families who may have multiple children at home. We appreciate your flexibility during this challenging time, and thank you in advance for your efforts toward the continuation of meaningful learning.

Sincerely,



Stacie Poelstra
Assistant Superintendent for Curriculum, Instruction, and Assessment