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Middle and High School (Secondary) Teachers,

Thank you for all of your hard work, creativity, and flexibility over the past week. I am truly impressed with our teachers' efforts to do their very best for students and families under such difficult circumstances. This is a trying time for all but I thank you for all that you do to provide some continuity in the lives of so many people.

We will now transition the delivery of instruction and assessment with more specific expectations that will enable us to complete the school year online if necessary. Please see below the itemization of expectations for teachers and students. We know that many questions remain but we wanted to be able to share a more specific direction that will help us answer immediate concerns and subsequently, be better prepared to answer the many questions that lie ahead. If you have any questions about the information provided below, please do not hesitate to contact your principal or me.

Thanks,

Bob Sokolowski, Director of Secondary Education

Calendar: We will now not be utilizing snow days from March 24-27 as originally planned. These days will be used as professional development and planning days to prepare for delivering new materials beginning on Monday March 30. For the 4th marking period, we will then utilize a 1-4 model (one day of planning followed by four days of instruction). [View the end of year school closure calendar.](#) [Please click here for secondary professional development.](#)

3rd Marking Period: The last day of the third marking period will be April 7th. We will revise the report card timeline accordingly. As the end of the marking period will have occurred under difficult circumstances, teachers will have the latitude to revise 3rd marking period grades through the month of April. Teachers are encouraged to provide supplemental instruction prior to any re-assessment. Please be flexible, sensitive and supportive.

Accountability and Grading: While flexibility is fundamental to the success of our transition to online learning, accountability and grading are now required to ensure the best learning outcomes for our students.

- For attendance purposes, students are now required to log into Schoology daily in order to be considered present in school. Principals will send a letter/call/text to parents explaining this. Teachers, please remind students.
- Teachers are encouraged to return to grading practices that are as consistent as possible with their face-to-face practices.
- Credit and grades will be awarded to students as planned in the program of studies.
- We will communicate to students and parents that students must check emails. Principals will send a letter/call/text. Teachers, please remind students.
- If students are struggling to complete work or show attendance, communications to the families should be both prompt and caring, as we may not fully realize the reason why a student may not be attending.

Daily Schedule: [Please see attached a daily schedule for each period of instruction in order to support the synchronous learning efforts of our teachers.](#) These blocks of time are not provided to teach for the entire allotted time but rather to give teachers larger windows of time for professional and personal flexibility. These chunks of time will also help ensure time for teachers to provide immediate feedback to classes and individual students as needed. **Any live instructional session should be recorded so that students can access it at a later time if they aren't able to attend live.**

Office Hours: Teachers will need to communicate times when they can be available for immediate feedback. This can be in email or live video format (Zoom, Schoology, Skype). Portions of a teacher's duty time should be utilized for communication. All teachers are required to post their hours on their Schoology page.