

Family Guide: Instructional Program Protocols 2020-2021



High School

- **Grading/Deadlines**
 - Deadline policy on assignments: Students are expected to meet assignment deadlines; if a student is falling behind due to extraordinary circumstances, he/she and his/her parent must communicate in advance with the teacher about the issue and potential deadline extensions.
 - Academic integrity: Follow our district code of conduct policy for academic integrity.
 - Assignment lateness: Teachers will communicate their lateness procedures clearly to students and parents by the first week of school. These procedures will be clearly defined on teachers' Google Classroom sites. Assignments will only be accepted up to one-week past the original deadline; final assignment grades remain at teacher discretion.
- **Communications/Office Hours**
 - Communication response time: Staff will respond to all student and parent emails/phone calls within 24 hours.
 - Office hours: For students and parents, office hours will be from 1:20-2:20 PM on Monday, Tuesday, Thursday and Friday. Office hours will be 10:00 AM-12:00 PM on Wednesday.
- **Benchmark Assessments**
 - Benchmarks: Students will take the *Link It* Benchmark on grade level (Form A) at the beginning of the year (assessment window = 9/8-10/9). Students will take the IXL diagnostic benchmarks in ELA and Mathematics (assigned outside class; window = 9/8 to 9/25).
- **Classroom Management/Attendance**
 - Mask violations will be addressed following the appropriate chain of command and our code of conduct policies. Students are expected to follow district guidelines for mask-wearing protocols at all times.
 - Homeroom teachers will take attendance in Powerschool each day. Classroom teachers will take daily attendance each period.
- **Remote Instruction**
 - There will be designated time for teachers to work individually or in small groups with students for enrichment, remediation, or extension activities every day from 2:20-3:10 PM.
 - Virtual students on the hybrid schedule must log in to their assigned live (synchronous) periods during their school day; see individual student schedules.

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Middle School

- **Grading/Deadlines**
 - Deadline policy on assignments: Students are expected to meet assignment deadlines; if a student is falling behind due to extraordinary circumstances, he/she and his/her parent must communicate in advance with the teacher about the issue and potential deadline extensions.
 - Academic integrity: Follow our district code of conduct policy for academic integrity.
 - Assignment lateness: Teachers will communicate their lateness procedures clearly to students and parents by the first week of school. These procedures will also be clearly defined on teachers' Google Classroom sites. Final assignment grades remain at teacher discretion.
- **Communications/Office Hours**
 - Communication response time: Staff will respond to all student and parent emails/phone calls within 24 hours.
 - Office hours: Office hours: For students and parents, the office hours schedule (after student dismissal) will be communicated to staff, students, and families before school begins.
- **Benchmark Assessments**
 - Benchmarks: Students will take the *Link It* Benchmark on grade level (Form A) at the beginning of the year (assessment window = 9/8-10/9). Students will take the IXL diagnostic benchmarks in ELA and Mathematics (assigned outside class; window = 9/8 to 9/25).
- **Classroom Management/Attendance**
 - Mask violations will be addressed following the appropriate chain of command and our code of conduct policies. Students are expected to follow district guidelines for mask-wearing protocols at all times.
 - Homeroom teachers will take attendance in Powerschool each day. Classroom teachers will take daily attendance each period.
- **Remote Instruction**
 - There will be designated time for teachers to work individually or in small groups with students for enrichment, remediation, or extension activities every day.
 - Virtual students on the hybrid schedule must log in to their assigned live (synchronous) periods during their school day; see individual student schedules.

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Elementary School

- **Grading/Deadlines**
 - Deadline policy on assignments: Students are expected to meet assignment deadlines; if a student is falling behind due to extraordinary circumstances, he/she and his/her parent must communicate in advance with the teacher about the issue and potential deadline extensions.
 - Teachers will score/grade assignments; these grades will be entered in PowerSchool.
 - Report cards will be issued as they are regularly formatted; standards-based grading is in effect in grades K-1.
- **Communications/Office Hours**
 - Communication response time: Staff will respond to all student and parent emails/phone calls within 24 hours.
 - Office hours for students and parents: 20 minutes--M/T/Th/F; 30 minutes--Wednesday
- **Benchmark Assessments**
 - Benchmarks: Students will take the *Link It* Benchmark on grade level (Form A) at the beginning of the year (assessment window = 9/8-10/9). Students will take the IXL diagnostic benchmarks in ELA and Mathematics (assigned outside class; window = 9/8 to 9/25).
- **Classroom Management/Attendance**
 - Mask violations will be addressed following the appropriate chain of command and our code of conduct policies. Students are expected to follow district guidelines for mask-wearing protocols at all times.
 - Students will fill in one Google Form each day.
- **Remote Instruction**
 - Asynchronous lessons in reading, writing, and mathematics (independent practice) will occur on a cohort's remote days.
 - Virtual Wednesdays: synchronous class meetings for social-emotional and character education learning as well as team-building activities; synchronous differentiated small reading groups; asynchronous Reader's Workshop mini-lessons; asynchronous reading and mathematics independent practice activities