



Dear Middle School Parents and Families,

We continue to monitor the latest updates, recommendations, and guidelines related to COVID19. As you know, this is a rapidly moving situation, and we are adjusting our timelines and preparations in response to the latest information available.

This afternoon the Winston staff will be receiving training on the Google platforms/tools that will be used should we move to a remote learning environment. Tomorrow, in their regular classes, students will practice getting online, accessing their classrooms, and submitting completed work as if they were working remotely.

Since we cannot predict precisely when or if we might need to close, we will send the 6th - graders home with their Chromebooks, chargers, and other necessary materials on Friday afternoon. If you have not completed the Chromebook User Agreement, please do so as soon as possible.

A remote learning day will look very much like a regular school day. There will be a class schedule that students must follow. They are expected to log into the specified Google classroom at the correct time and engage in the activities assigned or directed by the teachers. Teachers will post assignments/projects with due dates, and students are expected to complete all assignments by the designated due dates. In addition to the major academic classes, our supplemental and specials teachers will be posting assignments to be completed. Students must check their Google calendars daily (preferably multiple times a day) for these assignments, as these classes will not have specific class times in the schedule.

Students will be assigned work that will require them to print out a document or worksheet before it can be completed. Such assignments cannot be completed online. Students have been taught how to take a photo of their completed work and upload it to Google classroom. For this reason, **STUDENTS MUST HAVE A WORKING PRINTER. NOT HAVING A WORKING PRINTER WILL NOT BE ACCEPTED AS A REASON FOR INCOMPLETE OR MISSING WORK.**

On your child's schedule you will see assigned study halls. During these times, students are expected to work on any work/assignments that have not been completed during other class periods. In addition, they should use these periods to work on their supplemental/specials assignments.

STUDENTS ARE EXPECTED TO COMPLETE ALL ASSIGNMENTS BY THE INDICATED DUE DATES/TIMES. THEY WILL BE GRADED AS USUAL AND MARKED LATE IF THEY MISS A DEADLINE. TEACHERS WILL REACH OUT DIRECTLY TO PARENTS IF A CHILD HAS NOT COMPLETED THEIR WORK.

Thank you for your support as we work through this process. Should you have any questions about this process, please feel free to contact me or your child's teachers. Technical assistance is available at techtalk@winstonschool.org or helpdesk@winstonschool.org.

Most sincerely,
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