

## **Dear Staff, Students, and Parents/Guardians,**

As you are undoubtedly aware, the State of NH has recently announced that they are closing all NH schools to help slow the spread of COVID-19. The Governor has asked schools to switch to an “online learning” model in the interim. Teachers, counselors, and other professional staff have one week to prepare for this transition. **Online learning will begin on Monday, March 23, 2020.**

### **Student Academic Expectations**

All students are expected to participate in the online activities that have been / will be prepared by teachers to be loaded into Google Classrooms each day. All students will be expected to check their school email accounts regularly. Each day will start with an online Morning Meeting at 8:45. Each grade’s schedule follows this letter.

Students should start each class period by reviewing their teacher’s Google Classroom to see what activities have been assigned. If a student does not have access to their teacher’s Google Classroom, they will need to email their teacher(s) to get the code. Many teachers will choose to hold a “live event” at the beginning of the time associated with the period for their class (see above). This will be using Google Meet or other online video conferencing tools. Others may post a pre-recorded message or even email instructions. Although the introductory videos *may* be available after class time, it is expected that students will view/participate in those live classes as they happen. Following that, students will likely move at their own pace to complete daily, short-term assignments. Students may also be expected to complete and submit larger online activities/assignments by the beginning of the next class meeting for that particular course. Teachers will be available by email for office hours during the assigned times noted above. Students without Internet access will be provided assignments in hard copy format once they are identified.

### **Attendance**

Teachers will be taking attendance, noting whether or not students are participating and completing assignments. ***Deadlines will be enforced during online days.*** Students are expected to complete all assignments on time, or reach out to their teacher directly if they have questions or need an extension.

### **Academic Help**

Students will have access to additional academic intervention and support when needed. Special Educators, Title 1 teachers and school counselors will host office hours daily to address day-to-day issues, as well as continue working with our seniors as they approach graduation.

### **Illness:**

Students and staff will likely require time to recover from the normal illnesses that occur every year, as well as potential COVID-19 related issues. Counseling, Nursing, and Administrative staff will work with parents, guardians, and students to help resolve any issues or provide any assistance we can.

Teachers will be flexible with their response to students encountering such issues. We ask in the strongest terms that you communicate health issues to school administrators as soon as possible so we may provide appropriate support.

**Communication:**

It will be an expectation that every HCMS student is in direct one-to-one communication with a staff member daily. This could be a teacher, counselor, or other staff member. This is to make sure the child is on track both in academics and that their behavioral/social emotional needs are being met. The communication may be by telephone, email, or other means and will be logged by school staff.

**Food Needs:**

Our Food Service providers will be preparing breakfast and lunch bags each day and the bus company will be making delivery routes with school staff members. Students need to be at their bus stop if you would like a meal bag. The times may be a little off, so please be patient. We expect a modified bus route beginning on 3-18-20, and will send that out to you once it is available.

**Other School Activities:**

During the closure, all student activities are suspended. As we receive further guidance from the NHIAA and other organizations, we will update you all via Constant Contact messages.

**One Final Note:**

Even with a week to plan, there will no doubt be unanticipated items to which we must respond. No one knows for how long we will be away from school. The social and emotional health of our students was very much in our minds as we developed this plan. Please do not hesitate to reach out to us if you have ideas, concerns, questions, or anything else that comes to mind.

**Thank You,**

**Robert Phillips**

**Principal**

### 4th GRADE

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9	Morning Meeting	MM	MM	MM	MM
9-10	ELA	SS	ELA	SS	ELA
10-11	MATH	MATH	MATH	MATH	MATH
12-1	SPECIALS				
1-2		SPECIALS			
2-3	1:1/ Conference Calls	1:1/ Conference Calls	1:1/ Conference Calls	1:1/ Conference Calls	1:1/ Conference Calls

### 5th Grade

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:45-9	Morning Meeting	MM	MM	MM	MM
9-10	ELA	SS	ELA	SS	ELA
10-11	Math	SC	Math	SC	Math
12-1				Specials	
1-2			Specials		
2-3	1:1/ conference	1:1/ conference	1:1/ conference	1:1/ conference	1:1/ conference

	Calls	Calls	Calls	Calls	Calls
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**6/7 Grades**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:45-9:00</b>	<b>Morning Meeting</b>	<b>MM</b>	<b>MM</b>	<b>MM</b>	<b>MM</b>
<b>9:00-10:00</b>	<b>p3</b>	<b>p5</b>	<b>p3</b>	<b>p5</b>	<b>ELA/SS 1/2 hr</b>
<b>10:00-11:00</b>	<b>p4</b>	<b>p6</b>	<b>p4</b>	<b>p6</b>	<b>Math/SC 1/2 hr</b>
<b>12:00-1:00</b>		<b>Special 7th</b>	<b>Special 7th</b>		
<b>1:00-2:00</b>	<b>Special 6th</b>				<b>Special 6th</b>
<b>2:00-3:00</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>

**8th Grade**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8:45-9:00</b>	<b>MM</b>	<b>MM</b>	<b>MM</b>	<b>MM</b>	<b>MM</b>
<b>9:00-10:00</b>	<b>p2</b>	<b>p5</b>	<b>p2</b>	<b>p5</b>	<b>ELA/SS 1/2 hr</b>
<b>10:00-11:00</b>	<b>p3</b>	<b>p6</b>	<b>p3</b>	<b>p6</b>	<b>Math/SC 1/2 hr</b>
<b>12:00-1:00</b>					<b>Specials</b>
<b>1:00-2:00</b>				<b>Specials</b>	
<b>2:00-3:00</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>	<b>1:1/ calls</b>

