

Dear Parent/Guardian:

We have been thrust into a situation that none of us could have imagined at the start of the school year. Thank you for your patience as we switch gears and develop ways to provide high-quality online instruction for the students of Harry S. Truman High School. We know that there will be many more questions than there are answers at this time. Our goal is to provide you with clear, correct, and consistent information in regards to how we will proceed with student learning.

A. Instruction

- a. Online learning will begin on April 14, 2020.
- b. Teachers will be providing online learning materials for student instruction.

Instructional Schedule

Daily Periods	A-Day	B-Day	C-Day	D-Day	E-Day	F-Day
8:00-8:55	1st Period	5th Period	Office Hours 8:00-3:00 Student Communication Common Planning Grading Parent Communication	1st Period	5th Period	Office Hours 8:00-3:00 Student Communication Common Planning Grading Parent Communication
9:00-9:55	2nd Period	6th Period		2nd Period	6th Period	
10:00-10:30	Lunch	Lunch		Lunch	Lunch	
10:35-11:30	3rd Period	7th Period		3rd Period	7th Period	
11:35-12:30	4th Period	8th Period		4th Period	8th Period	
12:30-1:30	Office Hours	Office Hours		Office Hours	Office Hours	
1:30-3:00	Common Planning Time	Common Planning Time		Common Planning Time	Common Planning Time	

- c. Teachers will schedule and meet virtually with students only during the assigned class period.
- d. A calendar with letter days will be shared with students so they know which classes run on each day. ([Calendar](#))
- e. Students may be assigned to virtual class meetings or class assignments on A, B, D, and E days.
- f. Days C and F are non-class days. Students should work on completing assignments or contacting teachers for assistance.
- g. There will be online class meetings for every class at least once a week. Teachers will communicate weekly which day that will occur.
- h. Students are expected to participate in those sessions during their scheduled class period for that day.
- i. Students will be assessed on the assignments that teachers give them, and grades will be entered into gradebooks and counted toward course credit.
- j. Students are responsible for monitoring the Google Classroom sites for all of their classes, their school email, and their grades in iCampus.

B. Grading

- a. 3rd marking period
 - i. We will close the marking period effective March 13th.
 - ii. Students will be provided an opportunity to make up any missed work that was assigned prior to March 13th.
 - iii. Students will have until April 8th to complete and submit those make-up assignments.
 - iv. Students should contact their teacher if they have questions.
- b. 4th marking period
 - i. April 14th will mark the beginning of the 4th marking period.
 - ii. Students will be assessed on the assignments given during that period.
 - iii. Those assignments are not considered optional.
 - iv. There will be no final exams

C. Technology

- a. If you need a Chromebook or Hotspot please contact our librarian Mrs. Rein at dawn.rein@bristoltwpsd.org. She will make arrangements to get you a device.

D. Student Behavior

- a. Students are expected to display appropriate behavior during online instruction (dress, language, etc.).
- b. Students should participate in areas with limited background distractions during virtual meetings
- c. Administrators will be in contact with parents of students that do not display appropriate behavior.

E. Activities

- a. All activities have been canceled for the remainder of the year.
- b. We are working on getting refunds for previously scheduled activities/trips.
- c. We have a tentative date for graduation, but we are waiting for further guidance.

Due to the uncertainty of our situation, things are constantly changing. We will continue to adjust to those changes. We will communicate those changes to you as well. If you have specific questions, please feel free to email me at lyndell.davis@bristoltwpsd.org. Thank you for your patience during these difficult times.

Best wishes!

Lyndell K. Davis
Principal