



Kenowa Hills Public Schools **Education inspired.**

Dear KHMS Students and Families:

I want to start by letting students know how much we miss you. Guardians, thank you so much for partnering with us. We value all that you are doing and recognize that it is not an easy task. As always, uKNIGHTEDed We Stand and I could not be more proud of our students, families, staff, and community for how they have responded during this unprecedented time.

The main purpose of this email is two-fold:

1. Communicate a common framework to help coordinate whole group online learning and independent learning activities with students for the remainder of the 2020 COVID-19 school closure. A common framework will help minimize confusion for our learners and guardians. It will also ensure that we do not “step on each other’s toes” in the digital space we are sharing with fellow teachers. Please note that these efforts are in response to a global health emergency and not a functional replacement for the days of instruction that will be missed.
2. General guidance about some frequently asked questions.

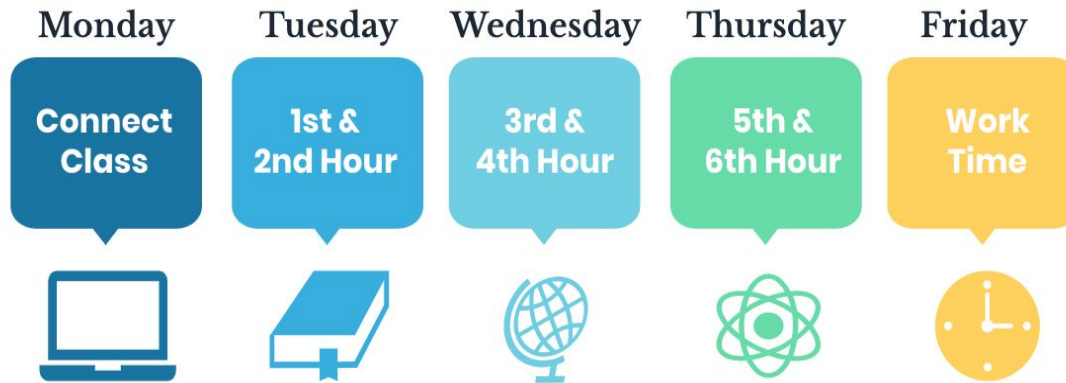
KHMS Guiding Principles: *These principles remained at the center of our work when developing a Distance Learning Framework.*

- Our primary purpose is to stay connected with students and guardians to support the physical and emotional well-being of our students.
- KHMS will emphasize relationships over rigor, grace before grades, patience before programs, and love before lessons.



Common Distance Learning Framework:

Weekly Schedule:



Windows Class Schedule/Timeframes:

Please note that these are “timeframes” that we set for each class so that students do not have classes that overlap. This **DOES NOT** mean that students will be in an online session for 2 hours. We are hoping to limit Class work to 1.5 hours per week/class. We will start slowly with our goal being to make contact with each student and continue to form the relationships that were started before this extended time away. We will value simple, meaningful steps to connect with students and to continue the learning in preparation for school starting next Fall.

In fact, online whole group learning sessions should be 30-45 minutes within the given timeframe.

- 7:45am - 9:45am: Synchronous Learning session for first class for the day
- 9:45am - 10:45am: Office hours for first class of the day
- 11:45am - 1:45pm: Synchronous Learning session for second class for the day
- 1:45pm - 2:45pm: Office hours for second class of the day

Sample schedule for a Tuesday, Wednesday, or Thursday:

**Please note that this is a SAMPLE to give you an idea of what your schedule could look like. Teachers will send out specific synchronous meeting times that will be within the timeframes listed above.*

Time	Activity	Purpose
9:00 - 9:30am	AM Class Google Meet	Whole group online class session to check in, describe activities for week, and highlight the purpose of Office Hours.
9:45 - 10:45am	Office Hours for AM session	Google meet w/ others to answer questions/provide support. Provide support via phone call or email.
1:00 - 1:30pm	PM Class Google Meet	Whole group online class session to check in, describe reading & Discussion board activity, and highlight the purpose of Office Hours.
1:45 - 2:45pm	Office Hours for PM session	Google meet w/ others to answer questions/provide support. Provide support via phone call or email.

Grading Practices:

For the remainder of the school year, grading practices are tightly aligned with Executive Order 2020-35 as well as Michigan Department of Education guidance.

- Students passing at the time of closure (March 13) with a cumulative percentage of 60% or greater will receive course credit. Credit will be designated on report cards and transcripts with a “P” and a COVID-19 designation.
- Students not passing at the time of closure (March 13) with a percentage of 60% will be afforded opportunities to work on previously assigned standards, assignments, activities, and assessments (or their remote learning equivalent) to improve their grade to meet the 60% threshold for credit.
- All middle school students with grades lower than 60% as of June 5 will receive an “Incomplete” (I). While we are committed to not penalizing any students by “holding them back” or giving them a failing grade, it is the general expectation that students are working to make up work prior to March 13th if they do not have a cumulative grade of 60% and that they are engaging (to the best of their ability) in the learning opportunities provided for the rest of the year. Not doing so could put them at a disadvantage next year.

***Simply stated, all students will be placed in the next grade level regardless of whether they received a “P” or an “I”. Ultimately, the only penalty for those who do not make up work or engage in the new work is that they will miss out on some important learning and may not be adequately prepared to engage in the work for the next school year.*

- Learning activities and assignments provided after March 13 will receive feedback to support learning within Canvas but will not be included in PowerSchool grade calculations for the remainder of the school year.
- Although the year is divided into trimesters, we will be providing a “P” or an “I” based on a cumulative grade of 60% or higher based on all assessments from the start of school until March 13th. This means that teachers will be copying all assessments along with the score your students received in trimesters 1 and 2 into trimester 3 in PowerSchool. This will allow teachers,

students, and guardians to be able to see their overall cumulative grade and what, if any, work they need to make up.

*****Note that this means that your student will be receiving a “P” or an “I” for the entire school year NOT just trimester 3.***

- Students who have classes at the HS will follow the guidelines of the HS which are similar but differ slightly due to the fact that the HS works in semesters not trimesters.

General Guidance to Frequently Asked Questions:

Check-Ins:

- As part of our plan with the State of Michigan all teachers will need to check-in weekly with all students. We ask that students continue to respond to teachers throughout the remainder of the school year. ***This includes electives and Connect Class.***
- **CONNECT CLASS** - In an effort to streamline communication and to be sure students' needs are attended to, we ask that students use their Connect teacher as a general “go to” with concerns, needs, ect. Think of your Connect teacher as your mentor/advisor and main “go-to” person.

Computer/Internet:

- Make sure you have computer access and reliable internet connection. If you need assistance, please reach out to your Connect teacher.
- We have a limited number of hotspots available to share with families who do not have any home internet access. In the [device request form](#), there is a section about home internet. Answer “No” to be added to the list of those requesting a hotspot. We will distribute as long as we have them in stock. You will find options for low cost internet in your home using [this link](#).

Device Repair:

- If your device is faulty or broken, you can submit a request for service using the form linked here. Our technology team will make every effort to get a replacement item prepared as quickly as possible. Note: iPad repairs may take a week or more. [Chromebook / iPad Repair Form](#)

Locker Cleanout:

- Since we are still under the Stay home, Stay Safe order we can not access the school building at this time. We are exploring ways in which we will eventually allow students to get their personal belongings out of their lockers. That plan will take into consideration the recommendation of the CDC and the Governor. It will not likely happen until the end of May.

Stay safe and stay healthy,

Abby Wiseman

Principal

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