Parent and Student Frequently Asked Questions re: COVID 19
School Closure- Updated sections as of April 21, 2020 (marked in purple)

For the week of April 13th, IMS will continue to provide an online educational model consistent with the past couple weeks. On Monday, April 20th, we will be progressing into the third trimester and making several major changes to the educational program to better meet the needs of students for the rest of the 19/20 school year.

Changing Philosophy that got us to April 20th
When school first closed on March 12th, the initial plan of the Mercer Island School District and all Washington State public schools was to provide supplemental learning for all students. As public health and state government recommendations have changed, so has the plan of the Mercer Island School District and all Washington State public schools. We are now shifting from a supplemental learning model to providing a model that builds subject matter continuity of learning from where we left off on March 12th. When we were providing supplemental learning, it made sense for IMS to extend Trimester 2, as students and teachers already had relationships and understood the expectations of Trimester 2. However, with the change of plans for us and all school districts, IMS has decided to move to Trimester 3. We selected April 20th as the start date for Trimester 3 in order to give elective teachers the time needed to translate their curriculum to an on-line platform for students. Most electives will translate on-line in some capacity. Electives such as TA and Student Mentor will not have content posted on-line.

3rd Trimester Content and Expectations- Starting April 20th
Our Islander staff has been working incredibly hard since school was closed to develop lessons that make sense for students and families at home. Content area teachers work very closely together to unify curriculum, create goals for student achievement, and develop multiple pathways for students to work their way towards those goals.

That same team-oriented focus will continue when we come back from Spring Break and as we move into 3rd Trimester on April 20th. Students will continue to see 3-5 tasks per week for core classes and 1-2 tasks per week for elective classes. Tasks are based on a weekly outline prepared by a team of teachers.

Mandatory Content and “attendance”
Beginning this week of April 20th, the assignments and assessments teachers provide for students are mandatory. We will expect that students engage in the learning tasks AND office hours.

Attendance (updated 4/21/2020)
It is expected that all students are completing online tasks and engaging in online sessions starting third trimester, April 20th and going through the end of the school year on June 19th. Teachers will be expected to enter attendance into Skyward once a week beginning on Friday, April 24th. Attendance will include identifying a number representing student attendance for the week (3 = Attending, 2 = attending with prompting, 1 = not attending). Please see the descriptors below for more information about each number.

<table>
<thead>
<tr>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student has:</strong></td>
<td><strong>Student requires prompting to:</strong></td>
<td><strong>Student has not:</strong></td>
</tr>
<tr>
<td>· logged on to the required amount of office hours and schoology</td>
<td>· logged on to required office hours or schoology OR · Engage with the teacher or learning community OR · Complete Assignments/Activities on time</td>
<td>· logged on to required office hours · Completed or submitted assignments or activities · Engaged with the learning community</td>
</tr>
<tr>
<td>· engaged with the teacher and learning community</td>
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<tr>
<td>· completed assignments within the appropriate timeline</td>
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<td>· participated in the feedback loop</td>
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A push email will be generated via Skyward on Monday morning, alerting all families to their child’s attendance 3, 2 or a 1 for the week previous. [https://drive.google.com/open?id=1JjDxRd2LGn5cyt-gnu4sWE](https://drive.google.com/open?id=1JjDxRd2LGn5cyt-gnu4sWE)

**Behavior Expectations** [updated 4/21/2020]
A team of IMS teachers and administrators created a document that outlines our expectations for behavior and participation in our online learning community. It can be found here: [https://drive.google.com/file/d/1m5UzzYQaxikhSsEaDIOlf5jiGrnj94zq/view?usp=sharing](https://drive.google.com/file/d/1m5UzzYQaxikhSsEaDIOlf5jiGrnj94zq/view?usp=sharing)

**Grading** [updated 4/21/2020]
Beginning on April 20th, the work that students submit will be “graded”. Teachers will continue to utilize their more standard types of grades as they give feedback and scores to students. Those scores will be recorded in Skyward as normal. Students who have made a reasonable effort to complete the requirements of the course (submission of assignments, checking in online as appropriate, etc), shall be given a summative grade at then end of the trimester of a Pass.

Based on the recommendations from OSPI and in conjunction with MIHS and district officials, assessment changes may be made for students involved in high school courses at the middle school level (8th grade World Language, Algebra, and Geometry).

**Posting of Materials/Office Hours on Schoology (updated 4/21/2020)**

We are working on improving standardization of the Schoology experience for students and families as we enter this new form of on-line education. Every teacher will utilize the Schoology Calendar as a one-size-fits-all model. Students and families then only have to check their calendar to see all upcoming tasks and office hours. Office hours will be posted as "events" within the calendar, including (if relevant) a zoom link in the description.

Standardized office hours by period will continue for the remainder of 3rd trimester so students can “attend” all of their classes throughout the week and have multiple opportunities to engage with their teachers. Below is the office hour schedule that will be in place through June 19th.

<table>
<thead>
<tr>
<th>Office Hours Starting April 20th</th>
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<tbody>
<tr>
<td><strong>MONDAY</strong></td>
</tr>
<tr>
<td>Period 1: 9:15-10am</td>
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<tr>
<td>Period 2: 10:15-11am</td>
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<tr>
<td>Period 3: 11:15-12pm</td>
</tr>
</tbody>
</table>

**Technology Expectations and Support**

If students are struggling with their devices or are having a difficult time accessing any important applications, please send an email to ims.techs@mercerislandschools.org.

**Zoom**

It is important to know that the Zoom for K-12 Schools & Districts Privacy Policy is separate from the privacy policy used with free and basic accounts. The K12 Schools privacy policy
complies with the Children’s Online Privacy Protection Act ("COPPA") and the Federal Education Rights and Privacy Act ("FERPA"). The school district is not creating accounts for students and is not uploading or submitting student data to Zoom. Students do not need a zoom account to join or participate in a zoom meeting.

Teachers are rapidly learning and adapting to the Zoom platform. They will establish behavior and use expectations with students, and will develop procedures for what to do when something goes wrong during a video conference.

**Schoology**
We understand there have been some outages to Schoology in the past weeks. Schoology is used by many districts across the United States, and is working to manage the massive new pressures being put on its system. If Schoology is not responding, you can check on its status by going to the website: https://status.schoology.com

**Google Docs shared via Schoology**
When clicking on some embedded links from Google Drive, parents may encounter a frowny face. The root of the issue is with Google Drive file links shared within Schoology. Teachers are in the habit of permitting access to links to "Anyone in the Mercer Island District;" when parents attempt to use the link they are greeted with the frowny face.
We are working to change teacher practice, and instead use "Anyone with the link" moving forward as they post. However, it would be a significant challenge to work backwards to fix all the previously shared links.

**Why did the District still having Spring Break? Given how long the kids have been out of class, would/could we extend the school into late June/July?**
Annual school calendars are bargained up to three years in advance between the Mercer Island School District and the Mercer Island Education Association. The two parties determine the calendar, agree to it, and use it to implement 180 student contact days and exactly which dates teachers will work. During past emergency school closures, such as multi-day snowstorms, calendar dates have been revised under the direction of the state’s Office of the Superintendent of Public Instruction (OSPI). We have never experienced a school building closure like the one we are currently experiencing, and therefore had no precedent to apply to a situation such as “Spring Break”. There has been no talk to date about extending the school year past June 19th. If there were, recommendations would be in coordination with OSPI.

**What if remote learning needs to continue into the Fall? Are you already working on that possibility?**
The Mercer Island School District is considering all possibilities and is planning to the best of its ability for what may occur in the future. The situation seems to be unfolding weekly with a
large amount of challenging uncertainty. Ultimately, we are working to keep students at the center of all of our decisions as we strive to best meet their needs.

**How can students get support if they are struggling with content?**
Please encourage students to reach out to a teacher if they are struggling with workload. Our teachers have Office Hours scheduled and will respond to any Schoology message or email within a reasonable time frame. Academic counselors are also available to support students, as necessary.

**How will students with specialized learning needs be supported?**
Students with special learning needs, including students with Individual Education Plans, 504 plans, or receiving ELL services, will continue to receive support from their case managers and para educators. In addition, support will come from classroom teachers who are working to modify lessons and expectations for students as they would in a traditional educational setting.

**Will there be Gator Time Check-Ins?** *(Updated 4/21/2020)*
Teachers will create an opportunity each week to check in with their primary Gator Time students. Gator Time Check-ins may include, but are not limited to, zoom meetings, emails, discussion groups, etc. The first official Gator Time Check-in is scheduled on Wednesday, April 22nd at 1:00 pm. Teachers will be pushing out the link to the Educational Effectiveness Survey. We would love parent support in making sure students complete this survey. Their voices are so important in guiding the work we do at IMS.

**Can we Access the Building to get Student’s Personal Items** *(Update 4/21/2020)*
IMS is piloting a procedure this Thursday, April 23rd with distribution of student medications and music instruments. We will evaluate our work after Thursday, and then replicate a system for more students to access their “stuff” from IMS.

**Opportunity for parent feedback?**
We are always open to parent feedback, and many have shared their concerns and their successes with us. Based on parent feedback, we are already making alterations to our program including a standardized set of office hours, by period, when students can interact with their teachers multiple times each week. We look forward to hearing about what is working and what isn’t working as we continue down this unprecedented path of on-line learning for our amazing students.
This document represents our best thinking in this new educational reality. We are appreciative of our parents and students and being partners with them on this new journey.