April 3, 2020

Hello Islander students and parents/guardians,

We hope this message finds you and your loved ones healthy and well. We have been working hard to create a schedule and define expectations as you prepare to re-engage in new learning starting on April 13th. Please read the entire document carefully and discuss it as a family. While these are new and uncharted times for your education, we as a staff are committed to providing an equitable, rich learning experience to the best of our abilities at this moment.

### MIHS Schedule
**April 13 - May 1**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-9 AM</td>
<td>Self-Directed Teacher Prep</td>
<td>Teacher Prep and Collaboration/PD</td>
<td>Staff meetings check-ins updates</td>
<td>Self-Directed Teacher Prep Collaboration</td>
<td>Teacher Prep and Conferencing</td>
</tr>
<tr>
<td>9-11 AM</td>
<td>Period 1</td>
<td>Period 3</td>
<td></td>
<td>Period 6</td>
<td></td>
</tr>
<tr>
<td>11 AM-12 PM</td>
<td>Lunch for Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-2 PM</td>
<td>Period 2</td>
<td>Period 4</td>
<td>Period 5</td>
<td>Period 7</td>
<td>Teacher Prep and Conferencing</td>
</tr>
<tr>
<td>2-3 PM</td>
<td>Open Hours</td>
<td>Open Hours</td>
<td>Islander Hour</td>
<td>Open Hours</td>
<td></td>
</tr>
</tbody>
</table>

*Students in ATP (Adult Transition Program) will run an alternative schedule and will be notified by teachers.*
Mercer Island High School
What to Expect
April 13-24 2020

Schedule:
● Class periods are assigned for one time a week in 2-hour increments.
● Some teachers may propose meeting more than once per week. Students should adhere to those opportunities whenever possible. Note however, no “new/extended” mandatory learning will occur during open hours and/or Friday.
● The assigned class time is a window in which teachers are available to engage with or support the class.

Teacher/Student Engagement:
● Teacher engagement may use a variety of platforms; Zoom, Google Meets or Hangouts, Email, Schoology.
  ○ Teachers will inform students of the structure of the class moving forward, including what platform will be used.
● Teachers are posting all of their learning tasks with staggered due dates to their Schoology page. Students should check all of their teachers' Schoology pages everyday.

Attendance Expectation:
Students are expected to have an on-line presence with their teachers since there will be expectations for completion of assignments (participation in discussions, class blogs, etc) to be awarded/completion of credit in their classes.

What if my student misses a class meeting/session?
1. Communicate with the teacher of the missed session.
2. Provide an explanation for why the session was missed (technology issues, family obligations, etc).
3. Ask what information was missed and how you could recover and obtain that information.
4. If the class meeting/session was for participation points, ask your teacher how you can make up those points through alternative methods (i.e. submission of a reflection, extra readings, Schoology post to classmates, etc.)

Islander Hour:
Reminder of the purpose of Islander Hour: Give every MIHS student an adult that knows their name, strength and need. It was organized so students will have time for advisory and other non-academic items, such as community, counseling, administrative, and leadership events.
Islander Hour teachers will invite students to a zoom conference for Wednesday’s Islander Hour time slot from 2-3 PM. Students are expected to log in and participate in the conference with their Islander Hour teacher and classmates.

**Open Hours:**

Open hours is a time that teachers have to meet with and support students with their learning. Teachers will not be mandating “new/extended” learning in which students will be expected to attend nor for a grade. Teachers will clarify how students can access them during open hours. Please note that teachers will not be available for 1:1 meetings without the presence of a 3rd person. Suggested 3rd person: parent, another student, another employee (teacher/instructional coach/paraeducator/administrator) can all participate via an online platform with you and the teacher. This third person need not be present online and instead can be in the room with the student (e.g. a parent supporting student with learning in real-time). Open hours and Fridays are options for additional contact time.

Options for connecting with teachers during open hours and/or Fridays:

- Email the teacher directly
- Use the teacher provided link
- Send the teacher a message through Schoology

**Assessment and Grading of work:**

Teachers will continue to assess work and provide feedback to students using the formats and platforms available. The completion of work will be necessary to meet the expectations and requirements needed to receive credit for the course.

Please, remember this is new to all of us. We are asking that all of us show grace and flexibility as we move learning forward. We will continue to monitor and adjust in order to do the best job we can in our current situation.

Sincerely,

MIHS Administration