



April 19, 2020

Dear EHPS Students and Families,

I hope that you used the April break to rest and enjoy some time with family. On April 9, Governor Lamont announced that schools would remain closed through at least May 20th. With that announcement, the EHPS Distance Learning Plan (DLP) enters Phase III. For this Phase, your principals, teachers and I have worked to identify the following goals for you:

- To promote student well-being
- To advance student learning
- To begin the process of offering students feedback on their learning
- To use online tools effectively and to expand the use of resources
- To support the needs of all of our students and their families

What can I expect for Phase III of the EHPS DLP?

During the last few weeks, you should have learned how to do these three things: set up a regular routine for your at-home learning environment, access your assignments on the district website and/or Google Classroom, and communicate with your teachers through your East Hartford Gmail account. During Phase III of the DLP, you are expected to follow a regular, yet flexible [schedule](#), which allows you to focus on completing assignments for your first four courses on Mondays and Wednesdays and your remaining classes on Tuesdays and Thursdays. Each Friday will now be reserved for check-ins with teachers, school counselors and/or social workers. You can reach out to them or they may schedule an appointment with you. You should also use this day to finish any assignments you did not complete during the week. Some teachers may ask you to complete and submit a short exit slip so that you can demonstrate your learning for the week. Please know that, even though there are no classes on Fridays, you can reach out to your teacher for help on any day of the week during normal school hours (8:00 a.m.- 3:00 p.m.). Every teacher also hosts Office Hours for 30 minutes three times/day for a total of 90 minutes per day. Teacher Office Hours are posted in Google Classroom.

How will I engage in learning during this phase of the DLP?

During Phases I & II of the DLP, East Hartford teachers have been hard at work learning new ways to engage students in this new way of learning. Students will continue to use the tools that they introduced during Phase II of the DLP: Gmail, Google Classroom, and Google Meet. Some of your teachers may begin to use other online platforms including IXL, Khan Academy, and Moby Max. Others may ask you to access a website like Zoom so that you can participate in a class meeting or webinar. Regardless of the technology being used, appropriate behavior and interactions are always expected (see [Digital Citizenship: EHPS Student Expectations for Distance Learning](#)). Throughout Phase III of the DLP, it will be important that you maintain communication with your teachers and school counselor. If you need assistance with your device, please email studenttechsupport@easthartford.org.

How will I be graded during Phase III of the EHPS DLP?

Today begins the start of the 4th marking period. All middle and high school students will be graded using a [rubric](#) that measures the “two Cs”: *Commitment to Learning* (Effort) and *Content Accuracy* (Content) for every assignment. This means that for every ONE task you complete, you will see TWO grades in PowerSchool. Both parts of the assignment will be worth the same (50%/50%) toward your overall grade. You will be graded this way in all of your classes.

How is attendance counted during this phase of the DLP?

At this time, no formal attendance is being taken by your teachers. Instead, your “attendance” in class is being tracked informally through your completion of assignments and/or your participation in video conferences or small group meetings that are scheduled by your teacher. As such, it is important that you follow the directions for submitting the work that has been assigned to you by all of your instructors.

Your success and your safety are important to us! Please continue to participate in the EHPS Distance Learning Plan, stay in communication with your teachers and/or other members of your school’s support team, and don’t be afraid to reach out for help if you need it.