

## **To the Parents/Guardians of Hoover Hawks,**

Hoover Middle School's plan for online instruction during this extended school building closure is found below. Hoover's faculty and staff are actively working to ensure that your student's education continues. During the extended school closure, students will participate in an online, standards-aligned education, and all students are expected to turn in their assignments. We do, however, recognize that our families will be undergoing all types of hardships during this time. While we will continue to have high expectations for our students and their work, we will be understanding and flexible with instructional delivery and due dates.

Our overall goal during this time is to provide the necessary support to ensure students continue their education and are academically prepared when we return to school.

### **Technology**

Prior to Spring Break, we surveyed students on whether they had a working computer and internet at home. We have sent out our distribution plan to these families. Across the district, computers are limited, and loans are only provided to households without a device. If you are a family without internet, the district is working on a plan to offer support. Another option is to contact Spectrum at (844) 488-8395. They are offering free Wi-Fi to students for 60 days; however, you must remember to cancel your plan in order to avoid charges. For questions pertaining to technology support after March 30, please contact Ms. Chalko at [chalko.laurie@brevardschools.org](mailto:chalko.laurie@brevardschools.org). For any other device/internet needs, please contact Mr. Linde at [linde.erik@brevardschools.org](mailto:linde.erik@brevardschools.org).

### **Instructional Schedule:**

Prior to Monday, March 30, please ensure that your child can access **FOCUS**, Launchpad, and their online textbooks within Launchpad at home. You **MUST** use Google Chrome as other browsers will not work. Each week on Monday morning, your student's teachers will post online instruction and assignments on **FOCUS**, and students will have at least a week to complete the assignments. Students must check in to **FOCUS** daily for attendance. Online instruction may include a variety of activities such as reading an article, watching a video, etc. Online instruction will be accompanied by assignments that your student will be responsible for completing. Teachers will begin posting assignments on Monday, March 30. There will not be "live instruction;" thus, your child will not have to log in for a lesson at a particular time. Teachers will be flexible, understanding that households may be sharing a computer. Due dates for graded assignments will be set by teachers but will be at least one week. Student grades on these assignments will be posted in **FOCUS** under 4th quarter grades. It may be helpful to consider school as a week; your child will **NOT** attend period by period day by day. Students will **check in daily on FOCUS** and have the week to complete their work.

### **Google Classroom:**

Many teachers will be utilizing Google Classroom as their main source of providing instruction. Students can access instruction and assignments from their teacher's Google Classroom webpages. Many teachers already have established Google classroom webpages. If they do not and the teacher decides to use Google Classroom, they will provide directions for setup through **FOCUS**. Remember, students (and parents!) should check **FOCUS** daily. Parents, you can see if your child is not completing the assignments provided.

### **Teacher Office Hours:**

Teachers will post their "office hours" on **FOCUS**. During office hours, teachers will be available to answer any questions and to clarify learning for students. Students can contact the teacher anytime during teacher office hours. Teachers will be posting information on how to contact them during office hours (Google phone number, email, online chat, etc.). You can email teachers at any time, but they will be most responsive during their office hours. Students and parents are encouraged to communicate with teachers **FIRST**

regarding any instructional-related questions they may have. The teacher will help answer the question or forward the question to the appropriate person. Office hours may change based on a teacher's availability; however, any changes will be communicated via **FOCUS**. Please note that teachers and other staff will be contacting students and parents, so please be prepared to receive phone calls with no caller ID or unknown numbers.

### **Grades and Promotion:**

All remaining state assessments (FSA, NGSS, EOCs, etc.) are cancelled for the 2019-2020 school year. Requirements for promotion and final course grades will be evaluated as though these assessments did not exist. (NOTE: Passing of the Algebra EOC before graduation is still required. The Algebra EOC will not be administered this year.) Students WILL receive grades for their online assignments and will need to successfully complete those assignments in order to be promoted to the next grade level. Proper attendance (checking **FOCUS** daily for lessons and assignments) is expected.

### **IEP and 504 Plans and English Language Learners:**

Throughout online learning, all student plans will be honored. We will continue to provide extra support for students with IEPs through our inclusion teachers and ESE staff. Inclusion teachers will also post their office hours. These teachers will work with students and parents to ensure that all students have the resources they need to be successful.

### **Online Behavior:**

Students are expected to check **FOCUS** daily Monday through Friday and be engaged with learning. Proper online etiquette is expected, and rules surrounding cheating and plagiarism will still be enforced. Students are expected to complete and submit all assignments by the due dates provided. Any student who does not demonstrate appropriate behavior or follow technology guidelines is subject to discipline.

### **Subject to Change:**

These educational plans are subject to change based upon further guidance/directives from Governor DeSantis' Office, the Florida Department of Health, the Florida Department of Education, and/or Brevard Public School's district office. Any changes to these plans will subsequently be communicated via the principal through voice calls, email, and/or school website or school Facebook page.

Right now, we are all processing the new and ever-changing information we receive and preparing for our new reality. I understand you are trying to balance work, financial concerns, and household stresses, while planning for your child's transition to online instruction. Together, each day, we will work through this unprecedented time. Hoover Middle School's teachers and staff are committed to helping your child succeed. Do not hesitate to contact your student's teachers, counselor, assistant principals, or myself with any questions or concerns. Stay safe and healthy.

Cathy McNutt  
Principal  
Hoover Middle School