

April 10, 2020

EHS students and families,

By now you have likely heard the news that the school closure has been extended through May 20th. Our primary concern is that our students and their families are safe and healthy during this time. We are doing our best to keep distance learning both reasonable and meaningful for students. Please know that our staff has been instructed to be flexible with deadlines and other requirements because we know this is a hard time for many.

We have been awaiting guidance from the CT State Department of Education on questions relating to graduation, grading, etc. We now have guidance on these items and are prepared to share the next phase of online learning.

Seniors, Senior Activities, and Graduation

We are still working on contingency plans for graduation. We have sought ideas from seniors on how to creatively honor graduates in June in the event graduation is postponed. We received several ideas via email, the senior survey (access here: [Senior Student Survey](#)), and a conference call with seniors and the Superintendent. There will be additional opportunities for student input as we weigh these ideas and consider the best way to honor graduates. Based on the ideas shared, we will send a new senior survey to better understand which ideas the graduates prefer. We are also seeking parent input on creative ways to honor graduates via a senior parent survey: [Senior Parent Survey](#).

Learning

While we did not have advance notice of this extended closing, we have been preparing for this scenario. Two weeks ago, we initiated a campaign to call all our families, and we heard from some of you that managing learning from home can be challenging for both students and parents. As we planned the final phase of distance learning to get us through this school year, we took into consideration the following pieces of feedback:

- Families have a variety of needs and challenges
- Access to internet and devices varies from home to home
- Students and parents are seeking a more organized schedule for planning purposes
- Parents believe their students benefit from more structured check-ins with staff
- It is helpful for students to have smaller, attainable goals and benchmarks when it comes to longer duration assignments.

As a result of your feedback and input from teachers, we planned to keep the end of the year as simple as possible. To this end, **the only required task for each course for marking period 4 will be a single term project with weekly benchmark check-ins.** Successful completion of the term project will result in a passing grade for marking period 4 for that course. If we do return to school in May, teachers will continue to work with students to help them complete this project. Each term project was designed by teachers and has weekly benchmarks to break a larger assignment into more manageable parts. While the first two phases were limited to the core academic areas, the final phase will include all courses. These term projects will be available electronically after April vacation on 4/21.

For the next phase of online learning, we organized each week so that students have specific times to complete work for that assigned course. This schedule also provides a more structured way for students to check in with their teachers via web conferencing, Microsoft Teams, PowerSchool, or email. We divided the week into morning and afternoon sessions and allocated one session a week for each course. Assigning each course to a block of time will allow students to better organize their time and communicate with teachers. Please note that while we provided a large window of time for each course (2 ½ hours), **students are not expected to be online for that entire period.** If teachers plan to host a live session during this time, they will communicate the specific time in advance for student planning purposes. If students are not able to access live sessions, teachers will provide alternative methods for students to access instruction and/or learning tasks.

Phase 3 Schedule (2 Sessions per day)					
Window of time where students are encouraged to complete course work and check in with teachers and					
Check-in times	Day 1	Day 2	Day 3	Day 4	Day 5
Typical Week 5-day week	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	4/20	4/21	4/22	4/23	4/24
Morning Session (9:00am-11:30am):	1A	3A	1B	3B	Flex Day: students can schedule office hours with teachers as needed (*would be eliminated on a 4-day week)
Afternoon Session (12:30pm-3:00pm):	2A	4A	2B	4B	

--	--	--	--

As determined by the teacher, teachers may provide instruction and feedback in a variety of ways during the time scheduled for their course:

- Use Microsoft Teams to hold live video class sessions
- Post pre-recorded video lessons and post them for later viewing.
- Post assignments and learning activities for students to complete

If students are not able to access a computer at the specific time a class is meeting virtually, they should do their best to complete any assigned tasks by the end of the week. This will allow students to stay up to date with term projects. Fridays have been designated as "Flex Days" where students can schedule office hours with teachers as needed.

If students or parents would like to provide feedback on this model, please complete our survey here: [Distance Learning Survey \(Phase 1 and 2\)](#) . Our school leadership team will review your feedback as we reflect and improve our distance learning models.

Grading

Based on guidance from the CT State Dept. of Education, we are adopting a pass/incomplete/fail model for quarters 3 and 4. Our leadership team is currently working out the details of this plan, and I will send more information on grading and GPA calculation the week after vacation.

Wellness

I want to reiterate the importance of our students taking care of their emotional wellness. I know this pandemic poses many challenges for our students and families, and we are here to support you. Please keep in mind that all our staff and school leaders will be flexible if students are struggling. **The phase 3 learning project was designed not to exceed 90 minutes a week per course.** If students are finding the tasks difficult to complete during a reasonable amount of time, they should reach out to their teachers, counselors, or dean for assistance. We are all here to support students and want to assist if any students (or parents) are struggling or feeling overwhelmed.

We will resume distance learning on April 20th with the new schedule detailed above. While Phase 2 packets are due at midnight on 4/20, our teachers will be flexible if more time is needed. We encourage all our students to step away from devices and schoolwork during April vacation as this break is particularly well deserved. We hope all our students and families have a wonderful vacation week!

Sincerely,

Erin E. Clark
Principal
Enfield High School

Helpful Contacts and Links:

Deans:

GRADE 12-Mrs. Cox-Blackwell (860-763-8807) acoxblackwell@enfieldschools.org

GRADE 11-Mr. Murray (860-763-8835) mfmurray@enfieldschools.org

GRADE 10-Ms. Nelson (860-763-8839) pnelson@enfieldschools.org

GRADE 9-Mr. White (860-763-8811) dwhite@enfieldschools.org

Assistant Principals:

Grades 9 & 11—Mr. Clark (860-253-5542) cclark@enfieldschools.org

Grades 10 & 12—Mrs. Gagnon (860-763-8808) lgagnon@enfieldschools.org

All teachers, counselors, and other staff contact information:

https://enfieldhigh.sharpschool.com/staff_contacts

Where to find distance learning resources: http://www.enfieldschools.org/for_students/special_resources