

Dear Middle School Teachers of the City School District of New Rochelle (CSDNR),

We are grateful to all of our community members who have supported our students and our colleagues throughout an unprecedented time in our nation's history. We know from your emails and inquiries about how eager you are to support students while we work to navigate this challenging situation. We appreciate every one of you and wanted to ensure we were clarifying expectations that we currently have put in place. Please note, our plans are subject to modifications as we work with government officials, the State Education Department, Department of Health, and our county officials to put in place systems that support student learning while ensuring the health, safety, and welfare of all of our employees and the people we serve.

We know many of you worked hard with our Department Chairs to create lessons and materials in anticipation of school closures.

Generic Google classrooms are an option to provide supplemental work for students should they wish to access it. We ask that teachers use their existing Google Classrooms as the primary source of instruction. If you do not currently use an existing Google Classroom, drive, email or another platform that is already familiar to your students, then, teachers will use the supplemental materials available. However, you must be clear about how those supplemental materials will be used. Teachers must communicate with their department chairs, which option they will utilize. Teachers are also responsible for communicating to their students what materials and assignments they will be grading.

- Since we have not had school closures caused by inclement weather this academic year, we have a total of four (4) days banked for emergency school closings.
 - *Two of those days are already built into the school calendar, with two of these days now being taken from our Weather Makeup Day 1, and Weather Makeup Day 2 during the Memorial Day Weekend (5/22/20 and 5/26/20)*
- Middle School teachers will begin to be "on-call" from 3/17/20 - 3/25/20 and will facilitate "office hours," for students.
- We ask that you respond to emails within a school day. We also ask that you provide as much feedback and support as possible.
- The district is distributing Chromebooks to students who have requested a device

CSDNR is continuing to weigh all options in this ever-evolving situation and we will continue to communicate as a strong community.