

Dear High 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 you have worked hard with our Department Chairs to create lessons and materials in anticipation of school closure. This shows your care and professionalism and why we are proud of our staff at the high school. Below outlines the teacher and student responsibilities during this time:

#### **Teacher Responsibilities:**

- Please compose and implement an instructional plan for all courses taught.
- Make use of Google classroom. This will serve as the primary mode of instructional communication between teachers and students throughout NRHS. For teachers who do not use Google classroom, daily assignments should be emailed to all students.
- Complete your emergency lessons (student instructional assignments/activities) for each course for the 7 instructional days beginning on Tuesday, March 17, 2020. Please share electronically with your Department Chair no later than Friday, noon, March 13, 2020.
- Emergency lessons may be individual or multi-day lessons.
- Please communicate student assignments/activities daily (via Google classroom or email) no later than 10:00 a.m. each day of the school closure beginning on Tuesday, March 17, 2020. *Note: Assignments can be scheduled to post in advance on Google classroom.*
- Please post virtual "office hours" for students when you might be available to assist or answer questions via email or otherwise.

#### **Student Responsibilities:**

- Students are expected to check Google classroom and complete daily assignments for the duration of the school closure.
- Students should contact individual teachers if clarification, guidance, or assistance is needed with any assignment or learning activity.

#### **Supports and Flexibility:**

- If you need access to a Chromebook, because you do not have access to a computer at home, please email [Chromebook@nredlearn.org](mailto:Chromebook@nredlearn.org). Some students may be unable to access or engage in all assigned activities during the closure. Teachers should plan to provide support for individual students upon return during extra help, in class or partnership with the Huguenot Center or other AIS programs.

- Teachers should demonstrate understanding concerning every student's circumstance.
- The district is distributing Chromebooks to students who have requested a device.

Thank you for your continued dedication to the students of New Rochelle and our community. CSDNR is continuing to weigh all options in this ever-evolving situation and we will continue to communicate as a strong community.