

**\*\*\*PLEASE KEEP THESE DOCUMENTS IN AN EASILY ACCESSIBLE LOCATION!!!\*\*\***

Dear Families of Middle School Students,

This letter is to give you information about what to expect when a remote day is called due to a weather emergency.

***Overall Expectations:***

- Teachers will post assignments by 8AM.
- Teachers will be available for two hours of live office hours. Those hours will also be posted in the Announcements of each course by 8AM.
- Assignments will be posted in Canvas.
- All work is due by the due date and time listed for each assignment.
- Work is being graded just as if they were in-person so please ensure that students are doing the work.
  - If work is not completed by the due date, the student will receive a zero.
- Attendance is taken through a report on Canvas. Students must log in to Canvas and complete their work prior to midnight on the remote day in order to be marked present.
  - If you have any issues with technology, please call the middle school office and leave a message outlining your problem.

***Parent Expectations:***

- Check your child's assignments daily and ensure that they are completing all assignments.
- Check Canvas daily for announcements.
- Help your child, but please do not complete the work for them.
- If you have any issues with technology, please call the middle school office and leave a message outlining your problem.
- If you have questions specific to your student's work/assignments, please contact their teacher.