

Friday, September 18, 2020

Greetings Parents,

Below is a general outline of the procedures we are working on to allow students to see other teachers during their study hall. Next week, teachers will be discussing options with students about leaving study hall to go into various classes. We intend to begin this option Monday, September 28th. Teachers and study hall supervisors will use a shared excel spreadsheet to document requests and classrooms students are to report to. Below is a general outline of the procedures. This outline is subject to change as the year progresses as we reflect on best practices and re-examine student needs.

Teacher Requests

- Only students requested by a teacher may leave study hall. Students cannot request to see a teacher if not entered by a teacher into the document.
- Teachers will enter the name of the student they would like to request from study hall by entering the student's name into the spreadsheet for that grade for any day that week. Teachers may request more than one student at a time.
- Teachers can request students during any of their Flex Times, Hour Zero, or instructional periods (not Tiger Time) and will keep these students with them for the duration of the period.
- Teachers should communicate with all students in advance through in-person, e-mail, or CANVAS the periods they intend to request them (no surprises when they get to study hall). Likewise, students can reach out to their teachers to request additional help.
- Teachers can schedule any student who wishes to visit their respective classrooms (not just students who have the greatest intervention/remediation needs). Ongoing conversations between staff and students will take place. This can be time for students to get more time to work on projects such as Winter Wonderland, art, music lessons, technology classes, etc.
- Depending on a teacher's plans for any given class, it may not be advantageous to call students in. A balancing act must exist for students scheduled each hour and how that day's lesson is planned to meet the needs of students that hour. The intent is not to take instruction away from students scheduled for their respective classes on the days their cohorts attend.
- Teachers need to have room/space/stations/seats/etc. to safely socially distance students. If we must contact trace, we can safely say all students were socially distanced. Teachers will determine if they have the space to take additional students and will maintain attendance records for those added to their classrooms daily to support our contact tracing efforts.

Students Expectations

- Students will report to study hall as scheduled. Once attendance is taken and a student is notified of a teacher's request, each student reports immediately to that teacher. Students may take the most direct route to the teacher's classroom as this travel will occur after passing time.
- Students will have (4) minutes in passing to get to the teacher they need to see. Bathroom stops are permissible if it can be accomplished in this (4) minute passing window.
- Students remain with that teacher for the remainder of the class period until further notice.

As with everything else this year, we are operating under new sets of procedures and we will continuously monitor this implementation. Our intent for future consideration if all works according to plan is for a student to potentially maximize their study hall time and see multiple teachers in a given period. We

expect this will be very beneficial for many students and provide additional time and guidance when accessing art projects, music lessons, technology classes, etc.

We will reexamine and update these procedures to better serve everyone. Thank you for your time and attention in this matter.

Sincerely,

MHS Administration.