

# Parent & Student Instructional Continuity Plan 2020-2021



**Vanessa Saldaña**  
LaKeysha Boleware  
Mary Mulready  
Tiffany Roque  
Lynn Graham  
Amelia Roman  
Shaneka Jeffery

Head of School  
6<sup>th</sup> Grade Principal  
7<sup>th</sup> Grade Principal  
8<sup>th</sup> Grade Principal  
IB/Magnet Coordinator  
Student Support Coordinator  
Special Ed. Chair

James S. Hogg Middle School  
STEM Magnet School & IB World School  
1100 Merrill, Houston, TX 77009

## Principal Message

Dear Parents and Students,

Thank you for choosing Hogg Middle School! Our school community is dedicated to supporting each child that walks through our school doors or into our virtual classrooms.

This handbook was designed to create the best learning environment for our school community. Please read the handbook in its entirety. This operational manual is our guide for school policies and procedures. The goal is to ensure specific written procedures that are identifiable and understood.

In order for our school to run effectively, well-established routines and guidelines are necessary. If at any time, you have a question or further clarification is needed, please let me know.

I look forward to a successful year!

Best,

Vanessa Saldaña

## **Mission & Core Values**

### **Mission**

**Our mission is to collaborate as a community of learners to transform students into educated, creative, innovative, global citizens. We aim to ignite and nurture the potential of each student and learner to become the best expression of him or herself.**

**We are a neighborhood school with a global mindset.**

### **Core Values**

- **Safety Above All Else:** Safety takes precedence above all else. A safe environment must be provided for every student and employee.
- **Student Learning is the Main Thing:** All decisions and actions, at any level, focus on and support “the main thing” effective student learning.
- **Focus on Results and Excellence:** Each employee focuses on results and excellence in individual and organizational efforts.
- **Parents are Partners:** Parents are valued partners in the educational process, serving as the child’s teacher in the home. All school and district activities will give proper consideration to the involvement of parents.
- **Common Decency:** The district shall be responsive and accountable to the public and its employees. Community members and employees shall receive respectful and courteous treatment
- **Human Capital:** Through recruitment, retention, dismissal and professional-development programs, the district will work to make sure students are served by the top talent available, from teachers to superintendents.
- **Equal Employment Opportunity:** Employees of the District shall not discriminate on the basis of or engage in harassment motivated by age, race, color, ancestry, national origin, sex, handicap or disability, marital status, religion, veteran status, political affiliation, sexual orientation, gender identity, and/or gender expression.

## Hogg Middle School Name Communication Plan

<b>Principal</b>	<b>Vanessa Saldaña</b>	<a href="mailto:vsaldana@houstonisd.org">vsaldana@houstonisd.org</a>
<b>GRADE LEVEL PRINCIPALS &amp; ADMINISTRATIVE ASSISTANTS</b>		
6 <sup>th</sup> Grade Principal	LaKeysha Boleware	<a href="mailto:lbolewar@houstonisd.org">lbolewar@houstonisd.org</a>
6 <sup>th</sup> Grade Administrative Assistant	Nadia Sevilla	<a href="mailto:nadia.sevilla@houstonisd.org">nadia.sevilla@houstonisd.org</a>
7 <sup>th</sup> Grade Principal	Mary Mulready	<a href="mailto:mmulread@houstonisd.org">mmulread@houstonisd.org</a>
7 <sup>th</sup> Grade Administrative Assistant	Anel Villareal	<a href="mailto:avillar7@houstonisd.org">avillar7@houstonisd.org</a>
8 <sup>th</sup> Grade Principal	Tiffany Roque	<a href="mailto:tiffany.roque@houstonisd.org">tiffany.roque@houstonisd.org</a>
8 <sup>th</sup> Grade Administrative Assistant	Vanessa Segovia	<a href="mailto:vsegovia@houstonisd.org">vsegovia@houstonisd.org</a>
<b>STUDENT SUPPORT &amp; ADMINISTRATIVE ASSISTANTS</b>		
Magnet/IB Coordinator	Lynn Graham	<a href="mailto:Lgraham1@houstonisd.org">Lgraham1@houstonisd.org</a>
Magnet Administrative Assistant	Janny Briceno	<a href="mailto:janny.briceno@houstonisd.org">janny.briceno@houstonisd.org</a>
504 & LPAC Coordinator	Amelia Roman	<a href="mailto:aromanan@houstonisd.org">aromanan@houstonisd.org</a>
504 & LPAC Administrative Assistant	Alma Ramirez	<a href="mailto:aramir12@houstonisd.org">aramir12@houstonisd.org</a>
SpED Department Chair	Shaneka Jeffery	<a href="mailto:sjeffery@houstonisd.org">sjeffery@houstonisd.org</a>
SpED Administrative Assistant	Concepcion Morales	<a href="mailto:concepcion.morales@houstonisd.org">concepcion.morales@houstonisd.org</a>
<b>SEL SUPPORT</b>		
Counselor	Hazel Javillonar	<a href="mailto:hazel.javillonar@houstonisd.org">hazel.javillonar@houstonisd.org</a>
Nurse	Gardner Mack	<a href="mailto:gardner.mack@houstonisd.org">gardner.mack@houstonisd.org</a>
Communities in School	Claudia Singleton	<a href="mailto:claudia.singleton@houstonisd.org">claudia.singleton@houstonisd.org</a>
Wraparound Specialist	TBD	TBD
<b>TECHNOLOGY</b>		
Technology Cust Service Rep (CSR)	Arthur Davis	<a href="mailto:arthur.davis@houstonisd.org">arthur.davis@houstonisd.org</a>
Librarian	Mary Chance	<a href="mailto:mchance@houstonisd.org">mchance@houstonisd.org</a>
Research Librarian	Carly Brown	<a href="mailto:carly.brown@houstonisd.org">carly.brown@houstonisd.org</a>

## Communication

Clear lines of communication are vital at any time, but especially as we continue distance learning. Hogg Middle School uses several modes to disseminate information to parents.

**Principal Communication:** Mrs. Saldaña will send the Razorback Express, every Friday via constant contact and will come to the email address in our student information system. Please make sure your contact information is up to date.

**Teacher Communication:** The best way to contact teachers is through email. Our teachers will reply to all emails within 24-48 hours. Should your email go unreturned past that point, please contact your grade level assistant principal.

**Phone Communication:** We will have our main phone line on ready to take your call. However, please keep in mind that when you call, there is only one person to answer the phone and she will not be able to transfer you to anyone. Instead she will need to take your information and either call or email the right contact to return your call.

**Social Media:** Follow us on Facebook, Instagram, and Twitter.

- Facebook: @HoggMS
- Instagram: @hoggrazorbacks
- Twitter: @Hogg\_Razorbacks



**Questions and comments posted to our social media may not be monitored frequently. If you have specific questions, please reach out by email to the appropriate personal.**

**School Website:** Visit our school website at [www.houstonisd.org/hogg](http://www.houstonisd.org/hogg) all things Hogg. This is where you can also find link to all virtual parent meetings.

## Technology Systems

During the remote operation of schools, teachers and students will use district adopted platforms to communicate and provide instruction. **Microsoft Teams** will be used to provide instructional support and host live class meetings with students. The district’s adopted learning management system (LMS), the **HUB** (itslearning), will be used to host, deliver, and manage content, instructional resources, and student assignments. The HUB will also be used to monitor student engagement and progress.

Teachers and students can use Microsoft Office 365 Suite and Google for Education Suite (G-Suite) to access a variety of productivity tools to enhance communication and support the creation of instructional content, resources and other essential elements for the learning process.

	Office 365	Microsoft Teams	HUB	GSuite	Digital Resources	OnTrack & Renaissance	HISD Connect
Students	<p>Access HISD email &amp; communicate with teachers</p> <p>Access online office suite</p> <p>Access &amp; save documents to OneDrive</p>	<p>Attend live class meetings</p> <p>Communicate with teachers</p>	<p>Access and turn in-class assignments</p> <p>Access instructional Content &amp; Resources</p> <p>Access Digital Resources</p>	<p>Access &amp; Save Documents to Google Drive</p> <p>Collaborate with classmates for team projects</p>	<p>Access digital textbooks and ancillary resources</p>	<p>Access classroom and district assessment</p> <p>Access report and TEKS performance for instant feedback</p>	<p>Access school calendars and class schedule</p> <p>Monitor grades</p>
Teachers	<p>Access HISD email and communicate with campus administration</p> <p>Access Online Office Suite</p> <p>Access and Save Documents on One Drive</p>	<p>Create Teams Classes</p> <p>Conduct Live Class Meetings</p> <p>Communicate with Students</p>	<p>Share instructional resources with students</p> <p>Create assignments</p> <p>Monitor student progress</p>	<p>Access and save documents to Google Drive</p> <p>Create shared drives for department collaboration</p>	<p>Create and assign assignments from digital textbook</p> <p>Create ancillary assignments from resources</p>	<p>Create or assign assessments from campus or district level</p> <p>Analyze reports for Data Driven Instruction &amp; monitor student progress</p>	<p>Input grades and attendance</p>
Parents	<p>Ability to provide students with support</p>	<p>Participate in Teams Meetings and Teams Live Events</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Ability to provide students with support</p>	<p>Access data to provide students with support</p>	<p>Access student grades and attendance</p>



# James Hogg Middle School

An IB World School in the Heart of the Heights

## VIRTUAL LEARNING SCHEDULE

	Monday - Red Day	Tuesday - White Day	Wednesday - Red Day	Thursday - White Day	Friday - Alternate Red/White Day
<b>Synchronous/Asynchronous Instruction</b>	<b>Synchronous Instruction:</b> Teachers conduct live lessons via Microsoft Teams. <b>Asynchronous Instruction:</b> Students complete self-paced and personalized activities via the HUB and other district resources. Language Acquisition & Design PLC: W1, Language & Literature PLC: W2, Science & Physical Education PLC: W3, Math PLC: W4, Individual & Societies & The Arts PLC: W5				
8:30am - 9:10am	Homeroom R1	Homeroom W1	Homeroom R1	Homeroom W1	Homeroom R1/W1
9:10am - 10:10am	9:10-9:30 Synchronous	9:10-9:30 Synchronous	9:10-9:30 Synchronous	9:10-9:30 Synchronous	9:10-9:30 Synchronous
	9:30-10:10 Asynchronous	9:30-10:10 Asynchronous	9:30-10:10 Asynchronous	9:30-10:10 Asynchronous	9:30-10:10 Asynchronous
10:10am - 10:20am	<b>Break</b>				
10:20am - 11:20am Attendance 11:00am	R2	W2	R2	W2	R2/W2
	10:20-10:40 Synchronous	10:20-10:40 Synchronous	10:20-10:40 Synchronous	10:20-10:40 Synchronous	10:20-10:40 Synchronous
	10:40-11:20 Asynchronous	10:40-11:20 Asynchronous	10:40-11:20 Asynchronous	10:40-11:20 Asynchronous	10:40-11:20 Asynchronous
11:20am - 11:30am	<b>Break</b>				
11:30am - 12:30pm	R3	W3	R3	W3	R3/W3
	11:30-11:50 Synchronous	11:30-11:50 Synchronous	11:30-11:50 Synchronous	11:30-11:50 Synchronous	11:30-11:50 Synchronous
	11:50-12:30 Asynchronous	11:50-12:30 Asynchronous	11:50-12:30 Asynchronous	11:50-12:30 Asynchronous	11:50-12:30 Asynchronous
12:30pm - 1:00pm	<b>Lunch</b>				
1:00pm - 2:00pm	R4	W4	R4	W4	R4/W4
	1:00-1:20 Synchronous	1:00-1:20 Synchronous	1:00-1:20 Synchronous	1:00-1:20 Synchronous	1:00-1:20 Synchronous
	1:20-2:00 Asynchronous	1:20-2:00 Asynchronous	1:20-2:00 Asynchronous	1:20-2:00 Asynchronous	1:20-2:00 Asynchronous
2:00pm - 2:10pm	<b>Break</b>				
2:10pm - 3:10pm	R5	W5	R5	W5	R5/W5
	2:10-2:30 Synchronous	2:10-2:30 Synchronous	2:10-2:30 Synchronous	2:10-2:30 Synchronous	2:10-2:30 Synchronous
	2:30-3:10 Asynchronous	2:30-3:10 Asynchronous	2:30-3:10 Asynchronous	2:30-3:10 Asynchronous	2:30-3:10 Asynchronous
3:10pm - 4:00pm	Student Independent Work Time Teachers Office Hours (Be available for student questions)				

1100 Merrill Street  
 Houston, TX 77009-6009  
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An International Baccalaureate World School  
 Embracing One World through  
 diversity, acceptance, and change.





# Hogg's @HOME

## LIVE LEARNING

MONDAY & WEDNESDAY : RED DAY - R DAY  
TUESDAY & THURSDAY: WHITE DAY - W DAY  
FRIDAY: ALTERNATING RED & WHITE

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## SCHEDULE

HOMEROOM (M-F) 8:30-9:10 AM

R1/W1 9:10 AM

R2/W2 10:20 AM

R3/W3 11:30 AM

LUNCH 12:30 PM

R4/W4 1:00 PM

R5/W5 2:10 PM

CLASSES ARE 40 MINUTES LONG  
10 MINUTE BREAKS BETWEEN CLASSES

OFFICE HOURS: 3:10-4:00PM



# James Hogg Middle School Red/White Day Schedule 2020-2021



Month	Red Day	White Day
September	11, 25	18
October	2, 16, 23	9, 30
November	13	6, 20
December	4, 18	11
January	8, 22	15
February	12, 26	5, 19
March	5, 26	12
April	9, 23	16, 30
May	7, 21	14, 28
June	4	11



## Instruction Expectation

SUBJECT AREA	ACTIVITIES
ELA	<ul style="list-style-type: none"><li>● Teachers facilitate short, synchronous live whole class interactions (instruction, CFU, SEL, etc.) with students via Teams per week.</li><li>● Students complete Master Course or other work as assigned by teachers independently</li><li>● Independent reading (15-30 minutes a day)<ul style="list-style-type: none"><li>○ Reading options include MackinVia</li></ul></li><li>● Teachers provide small group instruction</li></ul>
Math	<ul style="list-style-type: none"><li>● Teachers facilitate short, synchronous live whole class interactions (instruction, CFU, SEL, etc.) with students per week.</li><li>● Students complete Master Course or other work as assigned by teachers independently</li><li>● Provide writing opportunities within the content</li><li>● Teachers provide small group instruction</li></ul>
Science	<ul style="list-style-type: none"><li>● Teachers facilitate short, synchronous live whole class interactions (instruction, CFU, SEL, etc.) with students per week.</li><li>● Students complete Master Course or other work as assigned by teachers independently</li><li>● Provide writing opportunities within the content</li><li>● Virtual science labs and demonstrations</li><li>● Teachers provide small group instruction</li></ul>
Social Studies	<ul style="list-style-type: none"><li>● Teachers facilitate short, synchronous live whole class interactions (instruction, CFU, SEL, etc.) with students per week.</li><li>● Students complete Master Course or other work as assigned by teachers independently*</li><li>● Provide writing opportunities within the content</li><li>● Teachers provide small group instruction</li></ul>
Electives	<ul style="list-style-type: none"><li>● Teachers facilitate short, synchronous live whole class interactions (instruction, CFU, SEL, etc.) with students per week.</li><li>● Students complete other work as assigned by teachers independently</li><li>● Provide writing opportunities within the content</li><li>● Teachers provide small group instruction</li></ul>

## **Instruction Expectation**

### **Student Expectations**

As a student participating exclusively in remote learning, I am aware that, in addition to the policies and requirements of my school/district, I am expected to comply with the following standards:

- Participate in remote learning for the remainder of the grading cycle.
- Adhere to the Houston ISD Student Code of Conduct and Acceptable Use Policy for Electronic Services for Students.
- Participate in each online course daily to maintain the pace including any required interventions.
- Attend mandatory meetings at school as required. Such as orientation, device pickup/drop-off, and testing.
- Complete classwork on time.
- Communicate with teachers and other classmates in a professional manner.
- Ask for help from the teacher as needed.

### **Parent Expectations**

As the parent and/or guardian of a student participating in only remote learning, I am aware that I am expected to support my student's remote learning experience by adhering and complying to the following standards:

- Support my student in participating in remote learning for the remainder of the grading cycle.
- Ensure my student has access to necessary resources, equipment, and internet connectivity to participate in all remote learning activities.
- Provide an adequate workspace for my student to work remotely.
- Complete required training.
- Become familiar with student resources and progress for course work.
- Encourage my student to seek assistance and support as needed.
- Communicate with course instructors as needed.
- Ensure student work is completed within the timeframes required by the course instructor.

### **Teacher Expectations**

All teachers will provide synchronous learning opportunities though Microsoft TEAMS and asynchronous learning opportunities will be uploaded to the HUB.

- Conduct live lessons, all lesson will be recorded.
- Provide small group instruction
- Assign meaningful activities and upload them into the HUB
- Communicate with parents
- Provide additional resources
- Complete required training

## Technology Systems

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The next several pages provide descriptions of HISD’s Digital Resources that have been adopted to support student learning.

Category	App	Description	Compatibility	Primary User	Recommended Grade Level
Interactive Assessments (CFUs)	<a href="#">PearDeck</a>	You can make Pear Deck Slides within PowerPoint Online or Google Slides. But instead of simply presenting informational slides, Pear Deck makes your slides interactive so every student can respond to your questions or prompts right on their own screens. <b>HISD provides students and teachers access to premium features. This tool is the district's supported alternative to Nearpod.</b>	All devices	Teachers	All
	<a href="#">Kahoot</a>	Kahoot! is a game-based learning platform, used as educational technology in schools and other educational institutions. Its learning games, "Kahoots", are teacher-created multiple-choice quizzes that can be accessed via a web browser or the Kahoot app.	All devices	Teachers	All
	<a href="#">Quizizz</a>	Quizizz allows you to conduct student-paced formative assessments in a fun and engaging way for students of all ages.	All devices	Teachers	All
	<a href="#">Quizlet</a>	Quizlet is a free website providing learning tools for students, including flashcards, study, and game modes.	All devices	Teachers	All
	<a href="#">FlipGrid</a>	Flipgrid is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.	All devices	Students	All

Collaboration	<a href="#">Google Docs/Drive</a>	GSuiteisasuitedofcloudproductivityandcollaboration tools, softwareandproductsdevelopedbyGoogle. <b>HISD provides teachers and students access to Google Drive, Docs, Sheets, Slides, andDrawings</b>	All devices	Teachers & Students	All
	<a href="#">Padlet</a>	Create and collaborate via interactive multimedia virtual bulletin boards tocreate	All devices	Teachers & Students	All
	<a href="#">Office 365</a>	Office 365 provides teachers and students with access to Microsoft’s full online productivity suite including OneDrive, Word,Excel,PowerPoint,OneNote,andmore	All devices	Teachers & Students	All
	<a href="#">Jamboard</a>	A collaborative, digital whiteboard makes it easy to create without boundaries and share ideas in real time as part of Gsuite. <b>This tool is the district's supported alternative to Ziteboard.</b>	Chromebooks, iOS	Teachers & Students	All
	<a href="#">Microsoft Whiteboard</a>	Microsoft Whiteboard is a digital whiteboard app that allows students and teachers to stay organized, collaborate,and brainstormtogether. <b>HISDprovides studentsandteachers accesstopremiumfeatures.This tool is the district's supported alternative to Ziteboard.</b>	Windows, iOS	Teachers & Students	All
Infographics	<a href="#">Google Drawings</a>	Google Drawings allows teachers and students to collaborate and work together in real time to create flowcharts, organizational charts, website wireframes, mind maps, concept maps, and other types of diagrams.	All devices	Teachers & Students	All
	<a href="#">Adobe Spark</a>	AdobeSparkisanonlineandmobiledesignapp.Easily create stunning social graphics, short videos, and web pages. <b>HISD provides students and teachers access to premium features</b>	All devices	Teachers & Students	All

	<a href="#">Canva</a>	Canva is a graphic design platform that allows teachers and students to create social media graphics, presentations, posters and other visual content.	All devices	Teachers & Students	All
Presentation	<a href="#">PowerPoint</a>	PowerPoint is a computer program that allows you to create and show slides to support a presentation.	All devices	Teachers & Students	All
	<a href="#">Google Slides</a>	Google Slides is a presentation program included as part of GSuite	All devices	Teachers & Students	All
	<a href="#">Microsoft Sway</a>	Create and share interactive reports, presentations, personal stories, and more directly from Office 365	All devices	Teachers & Students	All
Screen casting	<a href="#">Screencastify</a>	This screen recording tool allows teachers to record video lessons for students.	Windows, Chromebook	Teachers	All
Video Conferencing	<a href="#">Microsoft Teams</a>	Microsoft Teams is a persistent chat-based collaboration platform complete with document sharing, online meetings, and many more extremely useful features for business communications.	All devices	Teachers & Students	All
Video Creation	<a href="#">Adobe Spark</a>	Adobe Spark is an online and mobile design app. Easily create stunning social graphics, short videos, and web pages. <b>HISD provides students and teachers access to premium features</b>	All devices	Teachers & Students	All
	<a href="#">FlipGrid</a>	FlipGrid is a website that allows teachers to create "grids" to facilitate video discussions. Each grid is like a message board where teachers can pose questions, called "topics," and their students can post video responses that appear in a tiled grid display.	All devices	Teachers & Students	All

Build Websites	<a href="#">Google Sites</a>	Google Sites allows teacher and students create and publish dynamic webpages	All devices	Teachers & Students	All
	<a href="#">Adobe Spark</a>	Adobe Spark is an online and mobile design app. Easily create stunning social graphics, short videos, and web pages. HISD provides students and teachers access to premium features	All devices	Teachers & Students	All
Digital Binders/Notebook	<a href="#">OneNote</a>	OneNote allows teachers to create digital notebooks that allow for collaboration between students and teachers.	All devices	Teachers & Students	All
Digital Books Creator	<a href="#">Book Creator</a>	Book Creator is a simple tool for creating awesome digital story books. Create your own teaching resources or have your students take the reins.	All devices	Students	ES, MS



## Grading Policy

### Background

As an International Baccalaureate World School, James Hogg Middle School has an assessment policy which clearly explains our philosophy and beliefs about formative and summative assessments. The goal of this document is to provide teachers, parents and students with guidance regarding grading practices on our campus. These practices are based on the highly effective pedagogy and practices that are at the core of the Middle Years Programme (MYP) model. Students deserve consistent grading practices that allow them to pursue mastery and provide them with timely feedback in each of the eight subjects.

### Hogg Grading Practices

1. All grades are to be directly linked to student mastery on specific standards.
2. Grades are to be entered in **PowerTeacher Pro** on a weekly basis and students are to receive one grade per week for single blocked classes and two grades per week for double blocked classes.
3. To ensure consistent grading practice across classes, where two or more teachers are instructing the same course, common assessments are to be taken for a grade and must be the same.
4. For all summative assessments (common assessments, unit tests), any student who scores below an 80 may request to retake the assessment AFTER the skills/content have been retaught by the teacher. The retake is to occur within two weeks of the initial assessment date. The new test grade is to be entered in **PowerTeacher Pro** in the retake column and will replace the first test grade.
5. For all class assignments and formative assessments, if a student requests an opportunity to make up or redo the assignment or formative assessment, the teacher shall comply as long as the request is made within one week of when the grade was recorded in **PowerTeacher Pro**. The previous grade is to be replaced with up to an 80.
6. Students shall not be given the opportunity to make up or redo homework unless they are absent.
7. Notes are to be entered into **PowerTeacher Pro** in the Modification blank for any student who receives modified assignments or assessments, including up not limited to extended time, oral administration, and shorted assignments.

Weights are pre-set for all teachers as follows:

Classwork	40%
Formative Assessments	20%
Summative Assessments	30%
Home Learning	10%

### **HISD Connect Parent Portal**

HISD Connect Parent Portal is an online service that allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and school calendars, and even communicate electronically with teachers.

**Use:** Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

Information that PSC provides access to includes:

- ✓ Period and Daily Attendance
- ✓ Class Schedules and Assignments
- ✓ Progress Reports
- ✓ Report Cards
- ✓ Parent and Student Resources

### **Attendance Policy**

All students whether participating in live classes or recorded classes, must check in with their teacher daily by submitting an assignment on the HUB, emailing with questions or scheduling a meeting with the teacher during tutorial time in order to be counted present for the class. Students are still required to be in class 90% of the time to receive credit for the course. Middle School students who have not logged in or connected with their teachers by 3:30 pm will be marked absent.

- This absence can be resolved if the student engages in daily learning assigned by their teachers via the HUB by 11:59 pm that same day. Parents and students will receive absence notifications via School Messenger after 6:00 pm each day and will be reminded of the opportunity to resolve that day's absence if the student engages in learning before 11:59 pm of the same day via the HUB. Any absences recorded but resolved by the student before 11:59 pm on the same day, will be reconciled based on login records of the HUB.
- If a student is engaged in remote learning and completes the entire weeks' worth of learning activities on Monday and does not log in for the remainder of the week, he/she will be marked "present" on Monday **only** and counted "absent" for Tuesday-Friday.

## Staff Directory

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