Winston families,

We appreciate your patience as Winston, like all other schools in the US, continue to develop our distance teaching plans and expectations. This has been a trying time for all involved, and we appreciate all of the hard work being put forth by our teachers, parents, and most of all, our students.

I am so proud of the efforts I have seen and I am grateful for all the feedback we have received from each of you. Below, please find an overview of our expectations, grading policies, and more for Middle School & Upper School. As we continue to streamline our plans, we will update this document as needed. Please continue to check the Winston website for all school updates!

As always, I am available if you need assistance or clarification. I appreciate you, and I look forward to when we can all be on campus again!

Sincerely,
Mr. Steve Yocham
Head of Middle & Upper School

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**Online Learning Platforms:**

- **Google Classroom:** This platform is for students only (not parents). This is where work is completed and submitted. *Students are responsible for checking this daily for new assignments.*

- **FACTS (Renweb):** This platform is for students and parents. This is where you can check grades and updates. *Students are responsible for checking this daily for new assignments as well.*

- **Zoom:** If a teacher is using Zoom, they will notify you via email. Please reference “Schedule” below for more information.

- If a teacher is using any other supplemental instruction platform, students will be notified via email.

**Communication with Teachers:**

- **The most important thing students can do is to reach out to individual teachers with questions.**

- We continue to work to minimize communication to eliminate confusion. Each Monday, you should receive an email update from teachers, laying out classwork and due dates for the week.

- Due dates help students stay on track and not fall behind. If a student needs more time or cannot finish an assignment, please contact the teacher. The due dates can be flexible and we are here to help!
Schedule:
For teachers utilizing Zoom or other live chat discussion platforms, the following schedule will be used:

9:00am: Reading
9:45am: English/Language Arts
10:30am: Social Studies
11:15am: Math
12:00pm: Science
1:30pm: Art
2:00pm: Other Classes (Electives, PE, etc.)

As a reminder, teachers will individually communicate whether they will use Zoom or live discussion platforms. If there is any overlap with non-core courses, students should communicate with the teacher of the course they will miss to stay up-to-date on the classwork.

Please reference “Distance Learning Tips” on Winston’s webpage for information on how you, as a parent, can implement a structure at home that can help foster student success.

Grade Policy
At Winston, we are doing everything within our power to ensure student success, and our distance learning grade policies allow for as much flexibility as possible. In general, if there are questions related to grades or assignments, students should contact teachers individually.

- Pass/Fail
  - Students who have earned a 70% or better will receive a “P” for passing on the 5th term report card. If students have not earned a 70% at the close of the 5th term, an “F” will be received.
  - Students will have the opportunity to continue to turn in late work or redo assignments to change the “F” to a passing grade.

- GPA and Class Averages
  - The second semester grades will not affect students’ cumulative GPA UNLESS this semester's grades will help a student's GPA or help a student pass for the year. This will be handled on a case by case basis. Please contact Mr. Yocham via email with questions related to GPA.