



April 2, 2020

Dear Kensington Woods Families,

By now you have probably heard that Governor Whitmer signed an executive order today that closes school buildings for the rest of the school year. With that order, she set guidelines and expectations for the continuation of learning through the remainder of the school year. While personal face-to-face instruction has been cancelled, continued learning is a requirement for earning the necessary credits toward graduation. You can read the order [here](#).

This was not a surprise to us and is something that we, as a staff at Kensington Woods, have been preparing for over the last few weeks. We have been working hard to devise a plan that keeps our students learning and honors all the individual needs that our students have, from educational, social-emotional and technological needs to needs created by different family circumstances.

Within this letter you will find details specifying the work that we have done and the expectations we will have for students for the remainder of the year. Please read this information closely and contact us with any questions you have. This is a learning process for all of us and we ask for your patience as we work out any kinks in the system. This by no means is an ideal situation; it is an emergency situation. We are doing all that we can to create an environment where students can learn and find success as well as make sure we comply with guidance and expectations from the state and federal governments and best practices in education. Also please note, that as the situation may change, as it has been frequently lately, our plans may too have to change.

First, a few important notes:

- **Our remote learning experiences will launch on Monday, April 6 for all students. Please make sure you check in on your Google Classrooms in advance of Monday to make sure you can log in, are aware of expectations and do not miss any scheduled class meetings on Monday.** You will find more information about Google Classroom and class meeting schedules later in this letter. Teachers will be preparing these classes and should have the information required for Monday uploaded by later in the day Sunday.
- Assignments moving forward will be graded, but we will move to a Pass/Fail system for the overall semester grade, focusing on student's meeting of the standards.
- Students will be given an opportunity over the next few weeks, within reason, to complete missing work and revise work completed prior to the building closure to demonstrate mastery and improve grades. Students interested taking advantage of this opportunity should contact their teachers as soon as possible about missing or revising work.
- The learning experience for students will move to an online platform, utilizing Google Classroom as its main interface as well as utilizing Google Meet for online class meetings and office hours. Please see





information below about Google Classroom and Google Meet. However, just because we say online, that does not mean that students will not engage with their teachers and peers. Teachers are designing unique learning experiences that incorporate a variety of ways of learning and engaging students.

- Math Lab and Study Skills will not officially meet. Instead, students will work with their math teachers, Ms. Morris and other teachers to get the additional supports needed. Passing or failing the class will depend on if a student passes or fails their corresponding classes.
- Students are expected to engage with all of their classes weekly. That engagement will be how we will monitor attendance.
- All State testing (MStep, SAT, PSAT) has been cancelled for the rest of the year. Students will be given an opportunity to take the SAT and PSAT in the fall, provided for by the state.
- All extracurricular activities and athletics are cancelled for the remainder of the school year.
- We will still plan on having commencement ceremonies for our Seniors. We do not yet know what that will look like, or when, but we feel passionate that we need to celebrate the Class of 2020!
- School will end on June 11 as originally scheduled. Seniors last day will be May 22 as originally scheduled. Unfortunately, at this time, we will have to cancel Project Term.
- **We know this will be a difficult transition for all. Therefore, we will be slowly ramping up expectations for students over the next few weeks, allowing for time to adjust to the new learning format.** Overall, we will be expecting middle school students to spend, on average, 3-4 hours a day on school work and 4-5 hours a day for high school students, but that may vary depending on the student.

Technology

We know that our learning expectations hinge on quality technology access. If you have concerns about your technology access, please contact Mr. Muennix (mmuennix@kwoods.org) immediately so that we may help support you.

Password resets to your logins and Google accounts are available remotely. Please contact Trevor Leffert at tleffert@kwoods.org for login and Google account password resets. Please contact Mrs. Leffert at mleffert@kwoods.org for MiStar login password resets.

If you need technical support with a school issued Chromebook, please email Trevor Leffert at tleffert@kwoods.org.

Many cell phone providers are lifting their data limits in this time of crisis; please check with your cell phone provider for more info. [Comcast Xfinity](#) and [Spectrum/Charter](#) both have created programs to support free access to the internet at this time; please click on the links for more info.





Technology and Equipment Sign-out

We have scheduled a technology and school equipment (instruments, calculators, etc.) sign out session on Friday, April 3 between 9am and 2pm.

To aid in social distancing and keep a safe environment for all, there will only be one family allowed in the building at a time for equipment sign-out. Please sign up for a pickup time in the link below.

<https://calendly.com/marmue/chromebook-calculator-checkout?month=2020-04>

We will plan additional sessions as necessary. Please contact Mr. Muennix if you cannot attend Friday's session but still need to check out equipment.

Google Classroom

Each teacher has set up a Google Classroom for each of their classes. Within their Google Classroom they will post expectations, assignments, information and resources, host discussions and more. Students will be able to turn in assignments through Google Classroom, unless otherwise instructed by their teacher.

Students: Your teachers have invited you to join all of your classes or will this weekend. That invitation will come through on your school email. If you have not seen the invitation come through, please check your junk mail. You can also add yourself to the class by finding the class code at [this link](#) and going to www.classroom.google.com. Log in under your K Woods Connect account and click the + sign to join the class and enter the class code.

Parents: You can receive email notifications of your child's Google Classroom work. Once your child has accepted their Google Classroom invitation, the teacher will add your email in MiStar and an invitation email will be sent to you (this may have already happened). Please check your spam folder for missing invitations. Invitations expire after 120 days, so if needed, please contact the teacher to reinvite you. You can change your notification settings by creating a Google account connected to your provided email.

Google Meet

Teachers may be utilizing Google Meet to facilitate video based online meetings and office hours. Students may join Google Meet meetings through a laptop, Chromebook, mobile device or tablet (by using the Google Meet app) or even by phone. Google Meet links will be posted in Google Classroom. All Google Meet meetings will be recorded and posted in Google Classroom for students who are not able to attend the meeting live.

Class meeting schedule

To facilitate a clear schedule and multiple online meetings for different classes, we have created a general class schedule for the week. Please note that classes may not meet during all of their scheduled block sessions; this





schedule was created so classes do not overlap. Teachers will post specific expectations in Google Classroom. The schedule can also be found online [here](#).

Friday office hours will be scheduled by individual teachers, please check Google Classroom for their schedule.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	A Block	D Block	A Block	D Block	Office Hours 1
10:00-10:15	Monday Meeting				
10:30-11:30	B Block	E Block	B Block	E Block	Office Hours 2
11:45-12:45	C Block	F Block	C Block	F Block	Office Hours 3
1:15-1:45			Grade Level Advisory		

Special Services

Students will still be receiving accommodations per their IEP’s and 504’s. As usual, accommodations are provided by both, teachers and our Special Education Teacher Consultant, Deana Morris. Please contact Ms. Morris if you have any questions or concerns (nmorris@kwoods.org).

Advisory

Grade Level Advisories will meet weekly on Wednesdays so students can meet with their advisors and talk, catch up and address social-emotional health needs. It will also provide us an opportunity to understand how students are adjusting to their new learning environment.

Due to the difficulty of completing service hours due to COVID-19, the High School Service Hour requirement will be waived for the 2019-2020 school year.

Credit Recovery

If you would like start a class for credit recovery during this semester, please contact Mrs. Leffert (mleffert@kwoods.org).





Important notes to support your students at home

We understand that this will be a difficult transition for students AND families and will continue to be a difficult time as we move forward. We have some recommendations we can make to help set your students up for success as we move forward:

- Please make sure that parents check their email often and students check their email and Google Classroom daily during the school week.
- Work towards moving back towards a routine that involves normal school hours. We know that students have possibly slipped into later bedtimes and later wakeup times, but as school resumes, just like after a break, schedules need to adjust accordingly. We have moved the start time of class meetings back to 9am to and many assignments will be able to be completed on student's own choice of time to provide some flexibility.
- Set up a quiet learning space for your student that allows for focus and limited distractions.
- Although technology will be a major aspect of our educational lives through this crisis, make sure to set reasonable limits on its use outside of educational situations.
- Encourage your student to reach out to teachers, via email, Google Classroom or during their online meeting/office hours, with any questions or concerns.
- Please be respectful that teachers will continue to hold "normal" work hours. They will continue to respond to emails within 24 hours on a school day.
- Go outside and get regular exercise! Take a break in front of the screen and get some fresh air.
- Please don't hesitate to reach out if you have social-emotional or other non-academic concerns. We can help provide resources to support you during this time.
- Participate in our Virtual Spirit Week next week – see more info on our Instagram and Facebook pages.

We know this is new and unfamiliar territory for all involved. It is not how we planned on ending our school year. However, these sacrifices will help keep our families and each other safe and we will all work together to get through it; that's part of the #kwoodsdifference! We thank you for your patience and support and please don't hesitate to reach out if you have questions or concerns.

In partnership with you,

A blue ink signature of Markus Muennix, consisting of a stylized 'M' and 'M'.

Markus Muennix
Principal

A blue ink signature of Jessie MacGonigal Pratt, written in a cursive style.

Jessie MacGonigal Pratt
Director of Educational Programming

