

Dear Parents and Students,

I hope this correspondence finds you well. Please know I am thinking about and praying for you and your family. This communication will serve as update #3 during our school closure. As we begin the third full week of our non-traditional remote learning instruction, we have decided to make the following adjustments to assist with the needs of students and teachers:

1. The daily and weekly instructional schedules will remain the same, but we will build in a student and teacher Resource, Guidance, and Work (RGW) day. ***(See schedule below.)***
2. There will **NOT** be a regular instructional schedule held on Fridays, but students, teachers, and counselors are expected to use this day to conduct school requirements and responsibilities.
3. From this point forward, every Friday, beginning **Friday, April 17th**, will become a Resource, Guidance, and Work day for teachers, guidance counselors, and students. On these days, teachers and guidance counselors will hold online office hours, by appointment, from 9 am to 3 pm for students who need additional assistance and support. Students who do not need additional assistance are expected to use this day to complete and submit assignments.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:22am	A	B	G	H	RGW-DAY
9:11am	B	G	H	A	RGW-DAY
10:00am	C	D	E	F	RGW-DAY
10:49am	D	E	F	C	RGW-DAY
11:38am	E	F	C	D	RGW-DAY
12:27pm	F	C	D	E	RGW-DAY
1:16pm	G	H	A	B	RGW-DAY
2:05pm	H	A	B	G	RGW-DAY

Purpose of the Resource, Guidance, and Work days:

1. To allow students to have additional support from our teachers and guidance counselors. ***(On the RGW days, students who need additional support are expected to schedule and make contact with their teachers or guidance counselors using email and/or scheduling face-to-face online meeting apps.)***
2. To allow students to use this time to complete and submit assignments, projects, etc.
3. To allow time for teachers to meet with students, grade, and plan for classes.

Students, thanks for all you are doing to make this asynchronous style of learning work. I appreciate your flexibility because we need that quality more now than ever before. While it is different, and at times challenging, you are doing some amazing work, and we greatly appreciate your wonderful effort. I encourage you to make decisions that will keep you safe and healthy.

Kindest regards,

Francisco M. Espinosa, Jr.
Principal