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## A NOTE FROM THE MIDDLE SCHOOL OFFICE

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Dear Middle School Parents,

Thank you for your patience and assistance as we strive to keep learning in motion under circumstances that are less than optimal. The past week has obviously been a period of uncertainty, and we have been working diligently to put a structure in place that will allow our students to continue learning, even if they can't physically be in classrooms for a while. Below you will find some information regarding the basic structure of our online learning plans, and what you and your child can expect until we are able to physically return to school.

These plans may shift a bit as circumstances change, but the parameters below will be our starting point. Any changes to these plans will be communicated to you at the appropriate time.

### **Online Classroom**

Class Microsoft Teams sites will be the primary platform for assignments and resources between students and teachers. Essentially, Teams sites will function as the classroom for teachers and students. Students are very familiar with these platforms, as they are used in nearly all of our classes at the present time.

In addition, assignments will be posted on the online homework document (accessed through the AISG website) as usual, so parents can go there to view what their child should be working on.

### **Posting Assignments**

Teachers will begin posting assignments starting February 4, which is the day students should expect to begin working on assignments. The expectation is that students and teachers will follow the normal timetable and work will be assigned as such. Students should, therefore, plan to log in every day and check for new assignments. It is an expectation that students will complete all the assigned work, just as they do when school is in regular session. Please contact me if your child will not be able to participate in online learning for some reason.

### **Feedback from Teachers**

Feedback on assignments will be provided to students through their class Teams site, school email or through the Veracross gradebook. Students should check these regularly during the online learning period. No major assessments will be given while we are working in an online environment, at least not during this initial phase (Feb 4-14).

### **Communication with Students**

Teachers will communicate with students via Teams or school email and will be available to respond to questions from students on an ongoing basis. Teachers who are outside China and in different time zones may take longer to respond but will be checking their Teams sites and email frequently throughout daylight hours, regardless of where they are.

### **Communication with Parents**

Communication with parents will occur through school email. In addition, parents may check the Veracross gradebook periodically to see any recently entered grades. As noted above, there will be no major assessments given during this initial online learning period.

Please contact me or your child's teachers with any questions you may have. Thanks in advance for your support as we work through this challenging time.

Sincerely,

Rick Bunnell  
Middle School Principal  
American International School of Guangzhou



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