



DELBARTON SCHOOL

March 20, 2020

Dear Parents and Students,

Thank you for your flexibility as we navigate this global COVID-19 crisis. We continue to learn what works best and what can be improved upon as we attempt to facilitate meaningful learning for our students. As such, we have been gathering feedback throughout this week from parents, students, and faculty.

After our Delbarton "COVID-19 Management Team" of administrators and counselors reflected on this week's surveys and on individual communication from families to our Guidance counselors, here are the adjustments to our online program we will implement beginning **Monday, March 23**. Hopefully, this will address some of the concerns from all areas of the community.

Assignments and Coursework Schedule

- All assignments must be posted on Schoology for all days of the following week by 8:00 pm on Sunday of that week. Work may not be assigned for the next day (Monday) in the posting on Sunday evening. Work may not be posted on a day to day basis.
- Academic assignments are limited to 30-45 minutes maximum per school day per class.
- One assignment is permitted per day, per course. This can be reading and writing, math problems, written responses, etc. and can be graded only on a "completed/not completed" basis.
- One graded assignment such as an essay, problem set, or paper is permitted every 2 weeks. For essays, the maximum length is 3 typed, double-spaced pages.
- One quiz is permitted per week. (a daily reading quiz or its equivalent)
- One test is permitted every 3 weeks. For clarity, tests are different from "graded assignments" above.
- All research papers or other long term or "year long" assignments are cancelled.
- Freshman Projects are cancelled. If students have already completed the projects, they may present them at a time TBD and are eligible for a prize.
- Each class will "drop" once per week with no work due that day.

Testing

- Tests can be a maximum of 60 minutes long (similar to a long block during a normal school day)
- Tests and graded assignments cannot be due for the same course on the same day.
- Tests (and graded assignments due) can only occur on days that the block meets.



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Class Schedule

- Each block will have two mandatory classes in which classes are live-streamed (using Google Meet, Zoom, etc.).

Live class schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-9:15	H-block	R-block	W-block	N-block	Morning meeting (8:30-8:45) followed by T-block (8:45-9:30)
10:30-11:15	L-block	S-block	H-block	R-block	W-block (10:30-11:15)
1:00-1:45	N-block	T-block	L-block	S-block	

Drop days (no work due on this day for this block)

Monday	Tuesday	Wednesday	Thursday	Friday
W-block	N-block	T-block	H-block	R-block
			L-block	S-block

We will continue to assess how the Delbarton distance learning program is working, and regularly seek input from students, faculty and parents to confirm that it is effective.

Sincerely,

Josh Hartle
Assistant Headmaster for Academic Affairs