

May 29, 2020

Sylvester Families,

I hope this letter finds you safe and well. June 19th will be the last day of school, and we want a strong finish for all students. To do this it is important for students to complete work in all courses. Please make sure they dedicate an average of 20 minutes/day for every subject. Now is the time to check Synergy. Missing assignments are marked as N/C and completed assignments are marked as P, please reference [this video](#) if you need help checking grades. To ensure they feel supported, remember your student's advisor is the first point of contact.

Please also remind your student to attend their **Subject Areas Office Hours** for support as well as **Advisory's Zoom** on **Monday**. For additional academic support, go to the Sylvester website under the Academics tab labeled "[Success Team](#)" to receive the supplemental tutoring and college readiness support we have offered throughout the year.

Students will be able to purchase yearbooks May 25th through June 8th. Here is the [link](#) to the website for purchasing and contact information for the bookkeeper. Pick-up details are still to be determined. Just in case you missed our letter last week we compiled a [heartfelt message as a staff!](#)

Take care of yourself and your family and remember, "We are in this together and will do our best to get through this together."

Sincerely,

Gil Parsons
Principal, Sylvester Middle School

Below you will find Sylvester updated and specific guidance aligned with the expectations already sent from the district (Highline Schools Central Office).

Sylvester Weekly Learning Schedule

The Weekly Learning Schedule will be sent through Synergy and Google Classroom. All Sylvester Weekly Communications and the Sylvester Weekly Learning Schedules are posted on the Sylvester website under **Academics>School Closure 2020**. Please look for emails from teachers, check Google Classroom for assignments, and check Synergy for posted feedback from teachers. You will receive a text and a robo call to remind you that the learning plans have been sent to your students. Plans for subsequent weeks will be communicated by the Friday prior to the start of the following academic week.

Grading: Students will receive either a pass (P) or no credit (I) Incomplete for the 4th quarter and second semester grade. In addition to these grades, some content teachers will give specific feedback through Google classroom or a format they choose so you and your student can have a deeper understanding about the quality of the work submitted. This can be in the form of rubrics, grading scales, or narratives. Please contact your child's advisor, teacher, or counselor if you have questions about your child's grade or engagement. If you have questions

about work expectations please see this video. <https://www.youtube.com/watch?v=s5-c6ROCATw&feature=youtu.be>

Communication During School Closure

The district website is updated frequently with the most recent information for access to learning and community resources. **Your child's advisor is the first point of contact for academic and other supports. Each week students should receive communication from their advisor, this includes a weekly Engagement Survey. We want to hear from ALL students every week. Our phone calls may not be easily identified as they may come from a blocked number. Please arrange and agree with your advisor and teachers via teacher voicemail and email how you will stay connected.** Please have your student complete the weekly survey sent through advisory so we can compile "attendance" and engagement information. If weekly two-way communication with the advisor is not happening, call your child's counselor or the main office and leave a time the advisor can best reach you by email or phone. Two-way communication includes phone, email, survey responses, and attendance at Zoom meetings. You can find [staff contact information](#) on the Sylvester website. If you call the Sylvester main office at 206-631-6000 all messages will be returned within one business day.

Sylvester Event Plan as of March 2020

PTSA and ASB are partnering to plan for some fun virtual events in place of our traditional end-of-year recognition. Please find more information in the advisory Google classroom for more information.

Community Resources

This is a reminder that the district website and the Sylvester website have links to updates and additional resources. Please visit the district website weekly for updates and let your family, friends, and neighbors know that Sylvester is a meal site.

Here is the link to the [Latest Updates](#)