

Dear Parents and Students,

March 25, 2020

By now I'm sure you all are aware that our physical time together will no longer resume. Please know that I miss you immensely and want nothing more than to be together in class again. Although this is not possible, I am still here for you.

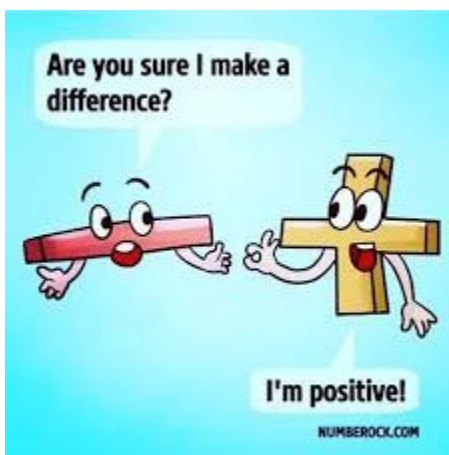
Many students have asked me how to make up and retake tests.

I have decided to move forward with my makeup/retake plan in hopes that I won't have to retract the plan once more information is made available from the state and county.

Please Note: the following plan is subject to change based on state and county directives

Here's the plan:

- 1.) Students will complete the following google form: <https://forms.gle/ZyrFGWjK531Z7G4u7> and tell me what they need
- 2.) Any student who doesn't fill out this form I will contact by phone to ensure that all students have this opportunity.
- 3.) I will go student by student, class by class, and provide whatever necessary makeup/retake work. I will individually contact each student and their parent to set up a testing time.
- 4.) I will send a makeup/retake to the student/parent and coordinate a timeline to have the test submitted. Students and parents will be required to sign an honor code and proctor waiver.
- 5.) Because I am essentially creating an individual learning opportunity for each student, plus making any phone calls this may take a long time, so please be patient as I navigate this new adventure.



Again, please be patient with me as we embark into this new way of doing things. If you have any questions, please don't hesitate to email me.

Until You hear from me again,
Mrs. Grandy