

Dear Parent or Guardian,

As many of you have already learned, Governor DeWine extended the state-wide school shutdown through Friday, May 1st. As a result, the HSAT Administration is implementing our long-term instructional plan which will go into action officially on **Monday, April 6th**. This plan will **require** daily participation of students, parents/guardians, and staff to ensure that all parties are complying to the Ohio Department of Education's distance learning mandate.

As previously communicated, we remain committed to ensuring that your student has access to a high quality, college preparatory curriculum. In an effort to enable your child to continue his/her education during this extended period, we will implement the following long term instructional plan:

- Daily **graded** assignments for all Core Content classes (ELA/Math/Sci/SS) will be updated daily on the grade-band specific Assignment Matrix daily, by 8am. The links for the Assignment Matrices are listed below:

[K-2 Assignments](#)

[3-5 Assignments](#)

[6-8 Assignments](#)

[9-12 Assignments](#)

- A weekly **graded** assignment for Specials & Elective classes (PE/Art/Music/FL/Computer/Library/etc.) will be updated on the Assignment Matrix once a week, by Monday, by 8am.
- The instructional activities and assignments may require students' participation in live classrooms via Zoom, Google Hangout, GMeet, etc... Teachers will provide links to their students for each scheduled session.
- Assignments will be **graded** using a "Complete/Incomplete" model. Due dates for the assignments will be established by each teacher.
- **Teachers will grade all assignments and grades will be updated at least once per week.**
- Blizzard Bag packets will be mailed out to all K-4 students by the end of this week. K-4 students can choose to complete either their online assignments or Blizzard bag packet – OR a combination of both.
**Students in grades 5-12 will only receive a Blizzard Bag packet if they do not have online access. Requests for MS & HS Blizzard Bag packets should be sent to: snyder@horizontoledo.org ASAP.
- Completed work can be submitted in a variety of ways:
 - Take a photo of the completed work and send to the teacher via email or DoJo – highly recommended!!
 - Return completed packets using the included self-addressed stamped envelope **BEFORE** May 1st.
 - Drop off completed packets to the school building on **May 1st, between 10am-2pm.**
- Students & parents can communicate with teachers via email or by phone – *both email addresses and phone numbers will be included in the assignment matrices. **Teacher Office Hours are: M-F, 10am-12noon.***
- Students who receive special education services will receive a separate email on Monday of each week from his/her special education teacher. These students will be invited to communicate via phone with their teachers to receive specially designed instruction. **SPED Teacher Office Hours are: M-F, 10am-2pm.**

- **AT RISK OF RETENTION:** It is imperative that students who were at risk for retention prior to the shut-down participate in their classroom instruction and complete all of the assigned work!! Retention decisions will be made by building leadership beginning mid-May.
- **SPRING BREAK! Still scheduled for April 10th through April 17th... no educational programming will be provided during our spring break. ENJOY and we will expect to “see” everyone back at it on Monday, April 20th.**

We value you and your students as a member of the Horizon Science Academy Toledo family! As we transition into this long-term instructional plan, it is extremely important that we communicate with one another frequently so that we can support each other in your child’s education. If you have moved, changed phone numbers, or email addresses in recent weeks, please email Mrs. Crosby at crosby@horizontoledo.org ASAP.

It is also important to be flexible during this new phase in our educational delivery, as we are all having to adapt and learn new approaches for instruction and, let’s face it, life in general. If/When new directives are received from our government hierarchy or governing agencies, we may have to make adjustments along the way. We kindly ask for your patience and support as we work through those situations together.

Should you have any questions, please feel free to reach out to me at snyder@horizontoledo.org.

Best,



Mrs. Rachel Snyder
Principal, Horizon Science Academy Toledo