



# Brunswick Academy

2100 Planters Road  
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Cheryl C. Bowen  
Head of School  
Charles A. Conner, Chairman  
Executive Board of Directors

Date: January 26, 2018  
To: Faculty, Staff, Parents  
From: Cheryl Bowen

We are hopefully back in the swing of school for a while after our break and snow days. Thank you all for the support you have given as we work through a new and exciting procedure for work during days we are off for weather or other unforeseen reasons. Most teachers in the lower grades sent packets of work home with the students to be completed. Middle and High School teachers, for the most part, posted assignments through Google Classroom. Please remember when these assignments are posted, an email is generated to the students to notify them. Students need to check/monitor email to know when assignments have been posted.

There were several issues/concerns parents, teachers, and/or students had about the assignments, posting times, grading, and amount of work. The faculty met on Wednesday to discuss some of the issues and develop parameters going forward. If we have knowledge before-hand that school will be closed the next day for any reason, teachers using Google Classroom will have assignments posted by 8:00 a.m. the next morning. If school is cancelled the morning of, assignments will be posted by 10:00 a.m. Teachers will have their own individual grading, turn in policy, and grading requirements that will be included in their instructions and/or posts, so please pay close attention to those instructions or postings.

If for any reason, your child has issues with no internet service, limited data to use, or spotty service, we ask that a parent notify the teacher of the issue via email, note, or phone call. This will prevent the student from being penalized for not doing the work or being late on the assigned deadlines. It is imperative that the parents communicate with the teacher on issues to work through them rather than raising concerns with others and the teacher is unaware of any problem.

Teachers agreed to provide 20-30 minutes of work for each subject the student is taking. We understand that some students take less time to complete work or some take more than this amount of time. This is just a general timeframe that is given which should equate to the time spent in a class doing individual work. Upon the return to school after an extended break for weather or other reasons, the teachers will adjust testing dates and notify students in the Google classroom posting of the changes in any testing dates.

In a memo that was sent home on Monday, January 22, 2018, information was provided on how we will make changes to our normal schedule and use two of our built-in snow days (February 19<sup>th</sup> and March 9<sup>th</sup>). One other item of information that you need to be aware of is that we have moved the date for the end of the 4<sup>th</sup> 6-weeks from February 15<sup>th</sup> to February 21<sup>st</sup>, to allow for sufficient days in the 6-weeks for teachers and students to get work and grades in to illustrate comprehension of subject matter.