



# RANDOLPH-MACON ACADEMY

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Dean, Instructional Leadership & Innovation

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Dear Parents, Guardians, and Students:

I am writing today to share with you the newly revised schedule that will take us through the remainder of the school year, from Tuesday, April 21 through Friday, May 29. After our spring break (April 10-April 20), we will enact this new schedule to best serve our Upper and Middle School students and their specialized needs in a remote learning environment. We have been listening to the advice of administrative leadership from the Virginia Association of Independent Schools, our faculty, our parents and guardians, and our students. We believe this new model incorporates many of your suggestions and further improves on our initial successful transition to remote learning.

Below you will find the outline of the new schedule, which will be programmed into MySchoolApp over the break, and bullet points that provide guidance for students and families. To highlight some major changes: we are suspending final exams for all US and MS students, moving to a 4-day class week with one day a week reserved for scheduled teacher office hours, shortening class periods, ending the school year for all students on May 29, and reducing homework load in all classes.

**New Upper and Middle School Schedule Outline:**

\*4th Quarter Resumes on Tuesday, April 21 through Friday, May 29th. We will be on schedule #5.

\*Monday Office Hours beginning on Monday, April 27:

- 8:00 am - 11:00 am: International Student Office Hours/Tutorial (>6 hour difference). By appointment
- 1:00 pm - 3:00 pm: Domestic Student Office Hours/Tutorial (those who remain in the US). By appointment

**Sample rotation 1 schedule:**

**Tuesdays and Thursdays**

Period 1: 9:00 am - 10:00 am

Period 2: 10:05 am - 11:05 am

Period 3: 11:15 am - 12:15 pm

**Lunch 12:20 pm - 1:10 pm**

Period 4: 1:15 pm - 2:15 pm

Tutorial 2:20 pm - 3:00 pm

**Wednesdays**

Period 5: 9:00 am - 10:00 am

Period 6: 10:05 am - 11:05 am

Period 7: 11:15 am - 12:15 pm

**Lunch 12:20 pm - 1:10 pm**

Mentoring 1:15 - 2:00pm

Tutorial 2:05 pm - 2:45 pm (as needed)

**Fridays**

Period 5: 9:00 am - 10:00 am

Period 6: 10:05 am - 11:05 am

Period 7: 11:15 am - 12:15 pm

### Guidance for Students and Families:

- The new block schedule will take effect on **Tuesday, April 21**. There will be no classes on Monday, April 20th, to adjust to the new schedule framework.
- The class schedule will continue to rotate to accommodate students in different time zones. We will begin 4/21 with schedule #5.
- We plan to **suspend cumulative finals** for the 2019-2020 school year for all students. Regular formative and summative assessments will continue to monitor students' daily and weekly progress/learning outcomes.
- The last day of school for all students will be **Friday, May 29**.
- Class period length will be reduced from 80 to 60 minutes.
- Monday mornings, between 8:00am-11:00am EST, faculty will conduct scheduled office hours/tutorials for international students with time differences >6 hours
- Monday afternoons, between 1:00pm-3:00pm EST, faculty will conduct scheduled office hours/tutorials for all other domestic students and international students who have remained in the US
- Optional and mandatory afternoon tutorials will continue to take place Tuesday-Thursday, as needed.
- Classes end on Tuesdays and Thursdays at 2:15pm EST
- Classes end on Wednesdays and Fridays at 12:15 EST
- We will have additional guidance for the AP Exam schedule from the College Board on April 3rd.
- Faculty will **record all class sessions** to aid our international students in different time zones, particularly those with 11-13 hour time differences. Faculty will assist students in accessing these recordings using the Google Drive. The recordings and Monday scheduled office hours will provide an additional layer of support for those with connectivity issues and/or great time difference challenges.
- International students, who have returned to their home countries, are advised to attend class in person (synchronously) whenever possible. Asynchronous (independent modules) can be arranged for students in extreme cases (quarantine, time challenges, connection issues) on an as-needed basis, cleared through the Academic Office.
- For the time leading up to spring break (**March 30-April 9**), faculty are advised to keep homework to a minimum. To accomplish this, work should be able to be completed within the class period. If a student fails to comply or submit assigned classwork, they may be subject to penalty, grade reduction, and/or additional work outside of class hours at the faculty member's discretion.
- Faculty are advised to keep all assignments, communications, and grading current on MySchoolApp, regardless of whether another learning management platform is used (e.g., Google Classroom). Parents/guardians will therefore have access to course pacing, outlines, and assignments to aid in supporting students at home.

Our goal is to get our students successfully through this academic year without missing a beat. We believe this revised schedule will help us accomplish this goal, avoid screen-time burnout, and maximize the learning experience for all of our students to the best of our ability given the unprecedented challenges we face.

Thank you for your continued faith, confidence, and trust in R-MA. Please stay safe and healthy.

Best,

Tess Hegedus