Dear SEED MD Families,

We can’t believe May has arrived! Hopefully you and your loved ones are remaining indoors and finding ways to safely enjoy your time. We want to direct your attention to two critical topics in this letter: 1) Grading for 4th Quarter and 2) Family Conferences.

**Grading for 4th Quarter:** The SEED School of Maryland (SEED MD) community has revised the grading policy for quarter 4 to a Pass/Incomplete system. We recognize that virtual learning has required significant adjusting for everyone and understand the myriad of challenges some students are facing; from access to technology, added family responsibilities to a range of other hardships brought on by this pandemic. By Monday, May 4th, the COVID-19 page on the SEED MD website will include action plan links for each course. Please pay special attention to this information as it will outline the academic standards, tasks and measures of learning for each course. **This is the work your child must successfully complete in order to earn a grade of P (70%) for the quarter.** In addition to reviewing those links, here are 2 key things you need to understand about quarter 4 and virtual learning.

1. **Promotion to the Next Grade Level**
   - All students will have an ample opportunity and support to complete assignments during this final quarter. Students must pass all core courses for the year in order to be promoted to the next grade level. Students will not be automatically promoted to the next grade.

2. **Pass/Incomplete**
   - June 1st is the final date for submission of all work for courses. Students who have documented lack of access to the internet or a device will have an additional two weeks to submit work after this deadline.
   - During quarter 4, students can earn a grade of Pass or an Incomplete (P/I).
   - In order to earn a P for quarter 4, students must achieve an average score of 70% or C.
   - Students who do not earn a P (70%) due to missing work will initially be given an incomplete until all assignments have been submitted and graded.
   - All grades will be posted by June 18th.
   - **Students who receive an incomplete and have not submitted work that meet the standards by June 18th will earn an F and will likely be required to attend summer learning.**
**Family Conferences:** Virtual Family Conferences for Middle School families will take place on May 11th and May 12th from 1pm to 4pm. Virtual Family Conferences for Upper School families will take place on May 13th and May 14th from 1pm to 4pm. To schedule a conference with your child’s teacher(s) or student life counselor, select a date and time through the sign up genius link Mr. Harris sent out. If you have questions or concerns about Family Conferences, contact Mr. Harris at tdharris@seedschoolmd.org.

**What parents can do**

- Visit the Continuity of Learning (CoL) plan overview on the COVID–19 website to sign up for Google Classroom Guardian. By signing up, you will be able to see all assigned tasks and your child’s course progress. You will also see the Google Voice numbers for your child’s teachers. Call them to check on progress. Our community is also consistently reaching out to families of students who are struggling with the work.
- Email Mr. Harris at tdharris@seedschoolmd.org for help with navigation of the COVID-19 website.
- Attend our next round of Family Conferences scheduled for May 11th through May 14th. We need every parent to participate!
- Contact us with any questions, concerns or support needs. Please see points of contact below.

High School: Dr. William Nolen - wnoelen@seedschoolmd.org
Mr. Frederick Goodman - fgoodman@seedschoolmd.org
Middle School: Mr. Thomas Fingado - tfingado@seedschoolmd.org
Ms. Quania McLaughlin - qmclaughlin@seedschoolmd.org
Special Education: Ms. Patricia Richardson - prichardson@seedschoolmd.org
504 Services: Ms. Kim Peal - kpeal@seedschoolmd.org
Academics: Dr. Hope O’Neil - honeil@seedschoolmd.org
Student Life: Mrs. Zenobia Judd-Williams - zjudd-williams@seedschoolmd.org
Tech Support: Ms. Eugenia Drye - edrye@seedschoolmd.org
General Inquiries: Mr. Trayvon Harris - tdharris@seedschoolmd.org

We want every student to finish the year strong. Please lean on the SEED MD staff and the resources provided and reach out if you additional help is needed.

Stay Well,

**Erika Asikoye**

**Tiffany Evans**

Co-Heads of School
### SEED MD STUDENT SCHEDULE

Teachers and student life counselors will use the schedule below to check in with students and ensure that students can access virtual learning spaces. Attendance will be taken.

Students will engage in virtual learning using the schedule below. Attendance will be taken in daily.

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<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
<th>THURS</th>
<th>FRI</th>
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</thead>
<tbody>
<tr>
<td>9:00 am – 9:30 am</td>
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<td>HOME ROOM</td>
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<td>HOME ROOM</td>
<td>INDIVIDUAL STUDENT ASSIGNMENT TIME</td>
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<tr>
<td>9:35 am – 10:15 am</td>
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<td>ELA</td>
<td>ELA</td>
<td>SOCIAL STUDIES</td>
<td>SOCIAL STUDIES</td>
<td>INDIVIDUAL STUDENT ASSIGNMENT TIME</td>
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<td>10:20 am – 11:00 am</td>
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<td>MATH</td>
<td>MATH</td>
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<td>INDIVIDUAL STUDENT ASSIGNMENT TIME</td>
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<td>11:00 am – 11:30 am</td>
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<td>LUNCH / BRAIN BREAK</td>
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<td>INDIVIDUAL STUDENT ASSIGNMENT TIME</td>
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<td>12:05 pm – 12:40 pm –</td>
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<td>EXPLORATORY</td>
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<td>INDIVIDUAL STUDENT ASSIGNMENT TIME</td>
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| 3:00 pm – 8:00 pm – | CHECK IN / CHARACTER EDUCATION | CHARACTER EDUCATION | CHARACTER EDUCATION | CHARACTER EDUCATION | CHARACTER EDUCATION | SELF-PACED LEARNING:  
  • ELA (45 minutes 3 times a week)  
  • Math (45 minutes 3 times a week) |

No Time Specified/Family Choice

**Schedule also available on our [COVID-19 Webpage](https://www.seedmd.org/covid-19-operations)**.
In order to schedule an appointment with an instructor, you must reserve a time slot. Please follow the link(s) below:

**Middle School Students:**
https://www.signupgenius.com/go/30E0D4EA5AB2CABFA7-virtual1

**Upper School Students:**
https://www.signupgenius.com/go/30E0D4EA5AB2CABFA7-virtual

**Scheduling will CLOSE at 12:00pm on Friday, May 8th**