

March 23, 2020

Dear Middle School Parents and Guardians,

I hope this letter finds you and your family managing to the best of your ability. It is the perfect time to take a deep breath as we embark into territory we are not accustomed to. This territory, however, is not new to education's landscape, therefore allowing our middle school faculty to access and utilize familiar resources for connecting with your children during our time away from campus.

As you know, on March 30, we will begin the first week of ***Online Learning***. No doubt there will be some hitches, and the school will continue to troubleshoot the process, making necessary adjustments as we move forward each day. We ask for your patience in those instances.

Knowing that we will not be able to duplicate life in our Middle School through computers, we intend to interact and engage with your children. Students will experience their classes live through Google Meet (synchronous) twice a week and receive information, assignments and content on Google Classroom (asynchronous) on the remaining days. We will follow the "letter day" schedule (analogous to a typical day at school) with modified class meeting times. A ***sample*** schedule is included below, and the detailed weekly schedule (by grade) with information will be sent out several days before ***Online Learning*** begins. To that end, advisory, assembly, appointments with support specialists and our middle school counselor will remain in our schedule. Those meetings may be brief, with the goal to connect with your children -- and as much as possible -- face to face. Office hours for teachers are also built into the school day schedule. Students can email teachers during those times, or schedule an online meeting if necessary.

## SAMPLE

### 7<sup>th</sup> Grade MS Student Online Learning Schedule

Time/Day	A	B	C	D	E	F
8:20 – 9:05	Allied <i>A/Synchronous</i>	Section 4 <i>i.e. Lng Arts - Syn</i>	Allied <i>A/Synchronous</i>	Allied <i>A/Synchronous</i>	Section 4 <i>i.e. Lng Arts - Syn</i>	Allied <i>A/Synchronous</i>
9:15 – 9:45	Advisory <i>Synchronous</i>	Support Check-In <i>Synchronous</i>	Library <i>A/Synchronous</i>	Support Check-In <i>Synchronous</i>	Library <i>A/Synchronous</i>	Assembly <i>Asynchronous</i>
10:00 – 10:45	Section 1 <i>i.e. Math - Asyn</i>	Section 5 <i>i.e. Soc St - Syn</i>	Section 3 <i>i.e. Wrld Lng-Asyn</i>	Section 1 <i>i.e. Math - Asyn</i>	Section 5 <i>i.e. Soc St - Syn</i>	Section 3 <i>i.e. Wrld Lng-Asyn</i>
11:00 – 11:45	Section 2 <i>i.e. Science - Syn</i>	Section 1 <i>i.e. Math - Syn</i>	Section 4	Section 2 <i>i.e. Science - Syn</i>	Section 1 <i>i.e. Math - Syn</i>	Section 4
12:00 – 1:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:05 – 1:50	Section 3 <i>i.e. Wrld Lng - Syn</i>	Section 2 <i>i.e. Science - Asyn</i>	Section 5 <i>i.e. Soc St - Asyn</i>	Section 3 <i>i.e. Wrld Lng - Syn</i>	Section 2 <i>i.e. Science - Asyn</i>	Section 5 <i>i.e. Soc St - Asyn</i>
2:00 – 2:40	Office Hours <i>Flex</i>	Office Hours <i>Flex</i>	Office Hours <i>Flex</i>	Office Hours <i>Flex</i>	Office Hours <i>Flex</i>	Office Hours <i>Flex</i>
2:45 – 3:20	Arts <i>Synchronous</i>	PE <i>Asynchronous</i>	Arts <i>Asynchronous</i>	PE <i>Asynchronous</i>	Arts <i>Asynchronous</i>	PE <i>Asynchronous</i>
Evening <i>Office Hours</i>	Exact Time TBD <i>by Teachers</i>	Exact Time TBD <i>by Teachers</i>	Exact Time TBD <i>by Teachers</i>	Exact Time TBD <i>by Teachers</i>	Exact Time TBD <i>by Teachers</i>	Exact Time TBD <i>by Teachers</i>

Please support your children by:

1. Emailing MS Assistant Nicola Jackson at [jacksonn@columbusacademy.org](mailto:jacksonn@columbusacademy.org) if your child or children are not able to participate in school, class or classes on a given day;
2. Checking in with them about their schedule and the assessments or activities they are working on;
3. Reminding them to email their teachers and/or MS Counselor Shekyra DeCree if they (or you) have questions or if extra help and support is needed;
4. Emailing me at any time with any questions or concerns.

That is it for now. Thank you always for the trust and partnership you give to our faculty and school. Please take care and know that I will be in touch with important information at the appropriate times.

Sincerely,  
Shaka