

March 27, 2020

Dear Middle School Families,

Being concise with my communication to you is of the utmost importance while we all work together through online learning. Please contact me with any questions or concerns as they arise. Being responsive to those things, I hope, will lend itself to the personal adjustments you may be making during this time. I am excited about reconnecting with students next week. Seeing and talking to them is always the highlight of my days at school. Our faculty has been working diligently to prepare, and the teachers look forward to seeing their students as well!

This letter and an overview of [online learning expectations](#), along with schedules and tech help resources, are also available under “More Communications from Academy” on our [COVID-19 Information](#) page.

### **Communication**

Specific communication about individual classes will be sent directly from teachers to students through Google Classroom beginning on Sunday morning, March 29. I will invite students to a Middle School Classroom page to view their typical grade-level schedules on Sunday morning also.

Information that applies to the entire middle school community will come from me, Susan Carter, Shekyra DeCree or Nicola Jackson. Grade-level communication will typically be sent by team leaders as follows: Matt Carter (6th), Andrew Bezant (7th) or Carolyn O’Brien (8th).

### **Schedules**

Each school day -- except this upcoming Monday and Tuesday, March 30-31 -- will begin at 8:20 a.m. and end at 3:20 p.m. As I wrote in [my letter](#) on March 23, teacher office hours, advisory, assembly and appointments with support specialists are built into the schedule. The “letter day” will determine where those fall on the calendar.

On this *Monday and Tuesday, March 30-31*, the Middle School will be on special schedules to help students transition into online learning. Those schedules are attached to this email.

**Dress Code**

Students are asked to wear collared shirts, crewneck sweatshirts or sweaters. Dress code pants or skirts/skorts are not required. Students' dress is expected to be neat, clean and covered when meeting a teacher and/or their classmates.

**Tech Help**

I recognize that your internet connectivity and technology tools may present certain challenges to online learning. Below is a link to external support organizations for the different internet providers and a flowchart for troubleshooting any issues you experience while at home.

[External Support Organizations](#)

[Family Tech Help Tree](#)

As always, please contact me with any questions. Enjoy your weekend!

Regards,

Shaka