

Dan Shelton, Ed.D.
Superintendent

Norman Kennedy
Principal

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August 26, 2020

Greetings Kirk Families,

Thank you for your patience and support as we organize and prepare for the upcoming school year. As you know, the Christina School District Board voted to have our **first student day on September 8 and to start the year with at least 6 weeks of remote learning**. Please visit the CSD Reopening Website: <https://www.christinak12.org/reopening>

Information to Start the School Year:

Schedule:

- **Student Schedules:** The student schedules are now available on Home Access Center. You can access Home Access Center from our website (www.kirkms.org) by selecting it from the “Find it Fast” dropdown arrow. We will provide a printed copy of schedules to students during the laptop pick up days mentioned below. Student elective courses are selected based on availability and state requirements. At this time, we are not able to change student schedules.
- **Remote Learning Schedule:** Our Middle School Schedule will have 5 daily blocks/periods plus an Enrichment Block. Each block is 40 minutes (except the Enrichment Block, which is 25 minutes) with 15-minute breaks in between classes. The school day will run from 8:00-2:30 p.m. Teachers will create Zoom sessions for each daily class and post the links on their Schoology page. The Schoology page that students view reflects their schedule automatically. Teachers will take attendance, teach lessons, or give directions on the daily assignment. Students will follow the daily schedule, participate in “live discussions”, complete assignments, and turn assignments in by due dates. Teachers will also post a recording of the daily Zoom lesson on their Schoology page so students can refer to the instructional lesson as needed. Students do not have to wear their school uniform during the Zoom classes but they must be dressed appropriately. Our Christina School District Student Manual will guide our response to behavioral incidents encountered during remote learning (specifically, live Zoom sessions and written messages).
 - **Schedule Rotation:** The student schedule has two types of days: **BLUE (B) AND WHITE (W) DAYS**. The purpose is to fit all required courses into a student’s schedule during a full year. English and Mathematics meet every day on both Blue and White days. All other classes meet only on Blue Days or only on White days. Look at the student schedule to determine when a class meets. Under the column marked “DAYS” if you see:
 - **1,2,3,4,5,6,7,8,9,0** – this class meets every day
 - **1,3,5,7,9** – this class only meets on Blue Days (B)
 - **2,4,6,8,0** – this class only meets on White Days (W)

We created a calendar for the first 6 weeks to identify which day is a Blue (B) Day and which day is a White (W) Day. That schedule is below. We have a few days off on the calendar so we adjusted the schedule to allow students to have all of their classes at least 2 times per week.

The daily schedule is below and after you will find the daily rotation schedule for 6 weeks.

2020-2021 Middle School DAILY Remote Learning Schedule

8:00-8:40	Block/Period 1
8:40- 8:55	Transition
8:55-9:35	Block/Period 2
9:35- 9:50	Transition
9:50-10:30	Block/Period 3
10:30-10:45	Transition
10:45-11:25	Block/Period 4
11:25 – 12:05	Transition and Lunch
12:05- 12:10	Transition
12:10-12:50	Block/Period 5
12:50- 1:05	Transition
1:05-1:30	Enrichment (ENR)
1:30-2:30	Transition / Teacher Office Hours

Daily Rotation Schedule for the First 6 Weeks

Monday	Tuesday	Wednesday	Thursday	Friday
9/7 – No School	9/8 - B1	9/9 - W1	9/10 - B1	9/11 - W1
9/14 - B1	9/15 – No School	9/16 - W1	9/17 - B1	9/18 - W1
9/21 - B1	9/22 - W1	9/23 -Office Hours -ENR @ 1:00-1:30	9/24 - B1	9/25 - W1
9/28 – No School	9/29 - W1	9/30 -Office Hours - ENR @ 1:00-1:30	10/1 - B1	10/2 - W1

10/5 - B1	10/6 - W1	10/7 -Office Hours - ENR @ 1:00-1:30	10/8 - B1	10/9 – No School
10/12 - B1	10/13 - W1	10/14 -Office Hours - ENR @ 1:00-1:30	10/15 - B1	10/16 - W1

*ENR = Enrichment

*Office Hours = Teachers available for individual or small group support. See the description of Wednesday below.

- **Wednesday** will not be a “normal” full schedule day. Wednesday will be an additional opportunity for students to meet with teachers during office hours for support, meet with teachers in small groups, complete independent assignments, and practice Reading and Math on the i-Ready program. Students may contact their teachers by email or Schoology message to get support. Teachers may also reach out to students to join Zoom small groups for extra support and to give feedback on submitted assignments. **There will also be a live Enrichment lesson every Wednesday from 1:00-1:30. Students will be expected to logon to Zoom from the Blue (B) Enrichment teacher’s Schoology page for this lesson and attendance will be taken.**
- **Typical School Day:** Students will logon to their Schoology accounts around 7:50AM each day to prepare for the first scheduled Zoom session at 8:00AM. Students will go to the Schoology page for their first class (it’s either B1 or W1) and access the folder with the correct date. There they will find the Zoom link to join. Students will join the Zoom session, engage and participate, and then complete activities assigned by the teachers. Each class will last 40 minutes. This may be a combination of live Zoom sessions and independent (non-Zoom) work. The class will end after 40 minutes. Students will then have 15 minutes to transition to the next class where they will repeat the same process above. **The first school day where this will begin is Tuesday, September 8, at 8:00AM.**
- **Technology:** We will provide each student with a laptop device. We will redistribute 7th and 8th grade students their Chromebooks from last year, unless you still have it at home. 6th graders will receive a combination of Chromebooks and Dell laptops. Our new 7th and 8th grade students may receive Dell laptops also. Students will use the Dell laptops UNTIL our shipment of new Chromebooks arrive. We will then communicate a plan for swapping out the Dell laptop for a Chromebook.
 - Please be on the lookout for an email or phone call this week (August 24th -28th) from a school staff member. This communication will allow our team to determine who needs support with internet access. We want to make sure that we are helping all students access the remote learning for optimal success.
- **Laptop Distribution:** We will use the schedule below to provide each student with the following:
 - Laptop, charging cord, printed student schedule, additional student user information
 - Please enter the large parking lot in front of the school that is accessible as soon as you turn off Route 4. Follow the orange cones, signs, and staff member directions. You will remain in your car the entire time so that we practice COVID -19 safety guidelines. You will pull up and provide your child’s name to the staff member. They will retrieve your information and laptop and bring it back to the car.
 - **6th Grade: Monday, August 31, from 1-4 PM**
 - **7th Grade: Tuesday, September 1, from 1-4 PM**
 - **8th Grade: Wednesday, September 2, from 1-4 PM**

- **Band/Orchestra Students:** 7th and 8th grade students who borrowed a school-issued student instrument last year may pick this up on the designated laptop pick up day. You will pick the instrument up from the other side of the building where the band/orchestra room is located. This will also be a drive thru process.
 - For new 6th graders, if you need to borrow a school instrument, please email the orchestra or band teacher indicating the instrument you need. This is subject to availability.
 - Orchestra – Ms. Hershey: sheila.hershey@christina.k12.de.us
 - Band – Mr. Dotson: bryant.dotson@christina.k12.de.us

- **Student Training Opportunities:** Teachers will train students on the necessary technology components they will need during scheduled classes. This will be a large portion of our instruction for the first couple of weeks until students are comfortable with Schoology and Zoom. Students are fast to pick up the technology skills. In addition, we will be adding student and family technology support links on our website within the next week. In the meantime, you can review the following Christina School District website for basic information: <https://www.christinak12.org/students>.

- **Family Training Opportunities:** There will be three virtual Zoom meetings to help families and students transition back into the school year. The presentation will review the fundamentals of the student schedule, a brief overview of the Schoology platform, and allow an opportunity for questions. Each session will provide the same information. If you need support, you may select from any of the three sessions below. Each Zoom meeting only accommodates 300 participants. Click on the meeting link below to join the meeting OR enter the Meeting ID and Password into your Zoom account to join.
 - **Session 1: Wednesday, September 2, @ 9:00AM**
Zoom Link: <https://us02web.zoom.us/j/83388640781?pwd=VnIFbHZVV2EvUll6WHFub2ZHdzM4Zz09>
 Meeting ID: 833 8864 0781 Passcode: 286628

 - **Session 2: Wednesday, September 2, @ 12:00PM**
Zoom Link: <https://us02web.zoom.us/j/88506463551?pwd=QkNSdStWVWU5OEE3WUgyajlXYno2QT09>
 Meeting ID: 885 0646 3551 Passcode: 523862

 - **Session 3: Wednesday, September 2, @ 5:00PM**
Zoom Link: <https://us02web.zoom.us/j/86904546340?pwd=V2tybmNWM2NDZjBJOG9rYVNpUm0vdz09>
 Meeting ID: 869 0454 6340 Passcode: 892292

- **Future Communications:** It is very important that you keep us updated with any changes to phone numbers and email addresses. The staff and main office only have access to the information provided on the school record. Please contact the main office with any changes or if you are not receiving emails.

We are excited about the opportunity to get this school year started and to take on this Virtual Challenge! Our teachers are working hard to develop creative, engaging lessons to maximize learning. We will continue to provide weekly communication leading up to school and throughout the school year! Please contact our school at 302-451-7021 or norman.kennedy@christina.k12.de.us . Have a wonderful evening!

Thank you!

Norm Kennedy
Principal