

**Subject:** Principal Message - April 14, 2020

**Date:** Tuesday, April 14, 2020 at 12:29:19 PM Eastern Daylight Time

**From:** Ellicott Mills Middle School

**To:** Jennifer Johnson



## Ellicott Mills Middle School

# Message from Mr. Gaylord April 14, 2020

<b>Translations</b>	<a href="#">Chinese</a>	<a href="#">Korean</a>	<a href="#">Spanish</a>
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Dear Ellicott Mills Families,

I hope this communication finds you and your family healthy and safe. It is hard to believe that it has been one month since students and staff have interacted in person at *The Mill*. Teachers and staff members have been working extremely hard to prepare their orientation videos and learning platforms for student(s). This has been no small feat as the virtual learning environment, to this degree, is new for most and is ever changing as the country and the county learn as they go through this experience. On April 20, we will begin our next phase of the distance learning model with middle school students and I would like to share important information to help your family prepare. All students will need access to a technology device for approximately two hours each day. Please make sure you are regularly checking your child's Canvas account. I would highly recommend turning on Canvas notification, so that you receive notifications when assignments/tasks are sent to your child. If you need assistance turning on this feature, please contact [kathryn\\_manley@hcpss.org](mailto:kathryn_manley@hcpss.org). Additionally, please be on the look-out for a video message from Ms. DW (Assistant Principal) and me welcoming students "back to school" and highlighting school-wide virtual expectations. Thank you!

### **Expectations for this Week**

In preparation for the launch of the distance learning model, teachers are creating Canvas posts today that will include a short optional activity for students to complete to re-engage in learning. On Wednesday, April 15, teachers will post a short orientation video in Canvas that will explain the weekly routine including the expectations for assignments, the dates and times for the weekly virtual class check-ins, and the norms for engaging in check-ins. This week, students are expected to access teacher Canvas homepages to watch the orientation videos, review the preparation information, and access the optional

learning activities.

### **Learning Activities**

Beginning April 20, students will engage in learning activities that will take up to two hours per class each week to complete. Weekly assignments will be posted each Monday by 9:00 a.m. and will be due on Friday by 10:00 a.m.

### **Virtual Class Check-ins**

Regular class check-ins will follow the schedule below. Each class will have one meeting time. Your child's teacher will determine which of the two designated times will be the check-in time for the class period and communicate the schedule with families and students via Canvas. The time teachers select will remain constant throughout the school closure.

#### **Monday, April 20**

- Period 4/4A Google Meet Check-In: 1:00-1:45 p.m. OR 2:00-2:45 p.m.

#### **Tuesday, April 21**

- Period 1/1A Google Meet Check-in: 8:00-8:45 a.m. OR 9:00-9:45 a.m.
- Period 5/5A Google Meet Check-in: 1:00-1:45 p.m. OR 2:00-2:45 p.m.

#### **Wednesday, April 22**

- Period 2/2A Google Meet Check-in: 8:00-8:45 a.m. OR 9:00-9:45 a.m.
- Period 6/6A Google Meet Check-in: 1:00-1:45 p.m. OR 2:00-2:45 p.m.

#### **Thursday, April 23**

- Period 3/3A Google Meet Check-in: 8:00-8:45 a.m. OR 9:00-9:45 a.m.
- Period 7/7A Google Meet Check-in: 1:00-1:45 p.m. OR 2:00-2:45 p.m.

A-day/B-day classes will follow a weekly rotation. Assuming the state-mandated closure is extended beyond April 24:

- April 20-24: A-day classes will be assigned work and have check-ins
- April 27-May 1: B-day classes will be assigned work and have check-ins

The A/B schedule will continue to rotate each week for as long as we are engaged in distance learning.

Our EMMS team is excited to engage with students and families through this distance learning model. Please do not hesitate to email me with any questions.

Thank you,

***Peter Gaylord***

EMMS Principal

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## Connect with Us:

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