

Dear Middle School students and families,

First and foremost, we miss you! We know that these last weeks have been filled with uncertainty and probably a good deal of anxiety, and we completely understand that. Sadly, we will not be returning to our school building this year, but we are ready to move forward with digital learning. Please carefully read through the following plan for middle schoolers.

Digital Learning Overview

- Google Classroom (GC) will be the hub of all digital learning. Each teacher's GC will function a little differently, but everything you need will be found there.
- Our main forms of communication will be e-mail and ParentSquare. All teacher contact information can be found at the bottom of this page.
- Each teacher will hold office hours 2 hours per day to answer e-mail, Google Classroom, and Parent Square communications. The times of these hours are up to each teacher and may not be a consecutive two hour block. You can also make an appointment for a virtual or phone meeting with a teacher by contacting them via their information below. If we have to change our office hours, we will communicate that with students & parents.
- Core teachers will host one one-hour live Zoom session per week. We will communicate to you any other live sessions we plan to hold.
- Core teachers will post a weekly plan in GC that will have all instructions for the week. This will also be a checklist for students to keep track of what they have completed. This document will be turned in via GC by Thursday of each week.
- If teachers notice that a student has not done any work by Thursday, teacher(s) will be contacting home to check in.
- 5th hour elective teachers will only be assigning work once per week to middle school students.
- Students who do not have internet access will be given hard copy assignments from teachers, which can either be picked up at food distribution times at the school or will be mailed to students. Approximately two weeks' worth of work will be given at a time. At the end of those two weeks, the work must be returned to the school in order to receive the next set of assignments.

DAILY student expectations:

1. Check e-mail.
2. Log in to GC and open your weekly plan for each class. You will receive a new plan by Monday morning. GC will make a copy of this plan for you and you will use it as a "checklist" for each week.
3. Do the required work and mark it off in your weekly plan. Be sure to turn in any completed work! If you do not click the "turn in" button in Google Classroom, the assignment will be considered missing.
4. On Thursday, turn in your plan through GC by clicking the "turn in" button.
5. Daily expectation for students with hard copy work is to complete a portion of the work each day until it is finished.

Teacher Contact Information:

| | Email | Office Hours | Weekly Live Zoom |
|-----------------|--------------------------------|---------------------|-------------------------|
| Mrs. Liederbach | kliederbach@alansonvikings.net | 8:00-10:00 a.m. | Check GC for times |
| Mrs. Cheshire | hcheshire@alansonvikings.net | 8:00-10:00 a.m. | Tuesday evening |

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| Mrs. Kwiatkowski | rkwiatkowski@alansonvikings.net | 1:00-3:00 p.m. | Check GC for times |
| Mrs. Costello | mcostello@alansonvikings.net | | |
| Ms. Roisen | hroisen@alansonvikings.net | M,W,H,F 10-11am, 3-4pm, T by appointment | Check GC for times |
| Mrs. Lipchik | blipchik@alansonvikings.net | 2:00pm-4:00pm M-F | Check GC for times |
| Ms. Hicks | khicks@alansonvikings.net (231) 622-5079 | M-F 10:30am-12:30PM | Check GC for times |
| Mr. VarnHagen | kvarnhagen@alansonvikings.net | 9:00am-11:00am and by request | Check GC for times |