



**Dear West Families,**

Please make sure you have read the accompanying Superintendent’s Welcome Letter to Families. After months of pivots, planning, and preparation, I am thrilled to be able to communicate with you about what back-to-school is going to look like for the 2020-2021 school year! I know many of you have kept me and our West staff in your thoughts over these last few months. Thank you for your patience, grace, and understanding throughout the spring and over the summer. We have been spending these last couple of weeks making sure that we are prepared to provide our students with the best learning experience possible. I know this is a long message, but please take the time to read it carefully.

**Registration/Orientation/Chromebooks!!!!!!**

First, please plan now to come to campus via the main middle school entrance with your student(s) at the allotted time below on Friday August 21<sup>st</sup> to pick up schedules and a Chromebook. The Board of Education has graciously agreed to WAIVE ALL TECH FEES THIS YEAR!

6<sup>th</sup> grade – 8:00-11:30

7<sup>th</sup> grade - 12:00-2:00

8<sup>th</sup> grade - 2:00-3:30

New students will be able to register if necessary and waive at their teachers. Music students will be able to check out instruments. **If you borrowed a laptop over the summer, please bring it with you to turn in.** We will provide you with a distance learning quick start guide and information on how to access a more extensive distance-learning guide online. We will make sure you are able to access classes in our learning management system, Schoology, before you leave.

If you have students in more than one grade, choose the time that works best for your family. Only students and ONE adult per family will be allowed into the building, and everyone must wear a mask and use appropriate social distancing. We will have 6’ markers on the floor. **If someone in your home is not feeling well, please stay home.** We will make other arrangements for you.

Our goal for this event is to make sure you leave with everything you need to feel comfortable with what your student’s instructional day will consist of.

**Distance Learning Expectations**

- All students are expected to participate in distance learning using the Schoology platform.
- **Attendance will be taken daily and the district attendance policy and Colorado attendance law will apply.**

- Student work will be graded and students will earn grades as if in a traditional learning environment. **Grades during distance learning will count and will eventually impact a students' ability to participate in clubs, athletics, and other special events.**
- Schoology will be linked to Q, so we are asking families to support student learning by routinely monitoring student attendance, missing assignments, and grades using the D11 App or directly in Q. If you need assistance with setting up your account, contact janet.smee@d11.org.

### Master Schedule

Our master schedule is very different from previous years. We tried to create a distance learning schedule that will easily translate into the requirements to cohort students when they return to in-person learning. Students will be assigned 8 blocks. Lunch is one hour to allow time for neighborhood students to come to the cafeteria and get lunch then return home for distance learning in the afternoon.

Blocks 1-4 will be Purple days (Tuesday-Thursday). Blocks 5-8 will be Gold days (Wednesday-Friday). Blocks 1 and 5 will be 30-minute advisory periods. On Mondays, students will attend blocks 2,3,4,6,7,8 (no advisory on Mondays) for 35 minutes each, followed by independent work and teacher office hours in the afternoon. Core and Applied Academics teachers will have office hours in the afternoon for students who need additional support during independent practice time while special populations are on campus for in-person instruction.

The first day of Monday afternoon in-person instruction for English learners and students with IEPs will be 8/31. The first day of Monday afternoon in-person instruction for students with advanced learning plans will be 9/14.

### Mondays

| Remote Learners             |  |        | Special Populations                     |                         |         |
|-----------------------------|--|--------|---|-------------------------|---------|
| Block 2                     | 8:40-9:15  | 35 min | Block 1 online                          | 8:40-9:15               | 35 min  |
| Block 3                     | 9:15-9:50  | 35 min | Block 2 online                          | 9:15-9:50               | 35 min  |
| Block 4                     | 9:50-10:25   | 35 min | Block 3 online                          | 9:50-10:25              | 35 min  |
| Block 6                     | 10:25-11:00  | 35 min | Block 4 online                          | 10:25-11:00             | 35 min  |
| Block 7                     | 11:00-11:35  | 35 min | 11:40 Groups A and C arrive at school   |                         |         |
| Block 8                     | 11:35-12:10  | 35 min |   |                         |         |
| Lunch                       | 12:10-1:10   | 60 min | 11:40-12:10                             | Group A & C Lunch       | 30min   |
| 1:10-2:40                   | Remote Teacher Office Hours and Student Independent Work | 90 min | 12:10-1:40                              | Group A & C Instruction | 90 min  |
|                             |  |        | 1:40 Group A goes home, Group B arrives |                         |         |
| 2:40-3:40                   | PLC/Team Plan/Student Independent Work                   | 60 min | 1:40-3:40                               | Group B & C Instruction | 120 min |
| 3:40 Groups B and C go home |  |        |   |                         |         |

**Tuesday-Friday**

| Distance Learning for<br>ALL Students |        | Purple Day T & Th        |         |         | Gold Day W & F |         |         |         |
|---------------------------------------|--------|--------------------------|---------|---------|----------------|---------|---------|---------|
|                                       |        | 6                        | 7       | 8       | 6              | 7       | 8       |         |
| 8:40-9:10 Advisory                    | 30 min | Block 1                  | Block 1 | Block 1 |                | Block 5 | Block 5 | Block 5 |
| 9:10-10:40                            | 90 min | Block 2                  | Block 2 | Block 2 |                | Block 6 | Block 6 | Block 6 |
| 11:40-12:10                           | 90 min | Block 3                  | Block 3 | Block 3 |                | Block 7 | Block 7 | Block 7 |
| 12:10-1:10                            | 60 min | Lunch                    | Lunch   | Lunch   |                | Lunch   | Lunch   | Lunch   |
| 1:10-2:40                             | 90 min | Block 4                  | Block 4 | Block 4 |                | Block 8 | Block 8 | Block 8 |
| 2:40-3:40                             | 60 min | Student Independent Work |         |         |                |         |         |         |

**Breakfast and Lunch** – We will offer breakfast and lunch to our students who live in the neighborhood every school day and lunch to members of special populations on Mondays when they come to school for in-person learning in the afternoon. More details on this next week.

**Before and After School Tutoring**

I am thrilled to announce that we will once again be able to offer before and after school tutoring. We will offer this service virtually until we can return to buildings beginning September 8<sup>th</sup>. The tutoring schedule and supervising teacher will be posted in the Schoology announcements.

**PTA** – Our first PTA meeting of the year is currently set to be held via Zoom on September 1. More details to come next week.

**Thank you for partnering with us as we continually strive to improve upon our students’ middle school experience in a distance learning environment!**



**Shalah Parker, Principal  
West Middle School**