

July 31, 2020

Dear Lynn Parents,

Here is the most up-to-date information about what will be happening in the Fall for Lynn Middle School.

All students will begin online for the 2020-2021 school year. Below is information about how instruction will be delivered.

<b>GROUP 1 STUDENTS WITH LAST NAMES BEGINNING WITH A-L</b>		<b>GROUP 2 STUDENTS WITH LAST NAMES BEGINNING WITH M-Z</b>	
Students will have access to instruction on Monday and Tuesday (12:00pm-3:45pm) and complete remote assignments Wednesday-Friday. The schedule for online instructional support by teachers will be:		Students will have access to instruction on Thursday and Friday (12:00pm-3:45pm) and complete remote assignments Monday-Wednesday. The schedule for online instructional support by teachers will be:	
Monday	Tuesday	Thursday	Friday
Period 1: 12:00-12:45 Period 3: 1:00-1:45 Period 5: 2:00-2:45 Period 7: 3:00-3:45	Period 2: 12:00-12:45 Period 4: 1:00-1:45 Period 6: 2:00-2:45 Advisory: 3:00-3:45	Period 1: 12:00-12:45 Period 3: 1:00-1:45 Period 5: 2:00-2:45 Period 7: 3:00-3:45	Period 2: 12:00-12:45 Period 4: 1:00-1:45 Period 6: 2:00-2:45 Advisory: 3:00-3:45
<ul style="list-style-type: none"> <li>• Live Instruction is recorded for review at later time if students are unable to join at that time.</li> <li>• Live participation is strongly encouraged</li> <li>• Explanation of assignments for remainder of week to be discussed</li> <li>• Students must complete the assigned work for each class period, regardless of whether they participated in the live class session</li> <li>• Students must submit their assignments/work in order to be graded</li> </ul>			
<b>Online Office Hours/Drop in Help</b> will be held by department on Monday, Tuesday, Thursday, and Friday at the following times:			
8:15-8:45am - Language Arts 8:45-9:15am - Math 9:15-9:45am - Social Studies 9:45-10:15am - Science 10:15-10:45am - Electives 10:45-11:15am - Special Education/AES/Bilingual			
<ul style="list-style-type: none"> <li>• Zoom links will be shared by each teacher</li> <li>• Zoom meeting will be held in Canvas Learning Platform</li> <li>• It is not required for students to join the drop-in zoom meeting</li> <li>• Drop-in Help zoom meetings are to allow students an opportunity to talk to teachers regarding questions, help or support on assignments</li> <li>• Educational Assistants and Inclusion Teachers, for classes where they're providing support, will also join the zoom drop-in session, based on the scheduled times by departments</li> </ul>			

<b>GROUP 1</b>	<b>GROUP 2</b>
First day of instruction will be Monday, August 17.	First day of instruction will be Thursday, August 13.

Because of our remote start status, we will not be able to offer a traditional 6<sup>th</sup> grade Orientation as planned. In lieu of this, we will be scheduling times for families to come into Lynn and check out technology, materials and supplies. The schedule for this will be:

<b>Monday August 10</b>	<b>Tuesday August 11</b>	<b>Wednesday August 12</b>
<b>6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> Grade</b>	<b>8<sup>th</sup> Grade</b>
9:00-12:00 - Group 1 (A-L)	9:00-12:00 - Group 1 (A-L)	9:00-12:00 - Group 1 (A-L)
1:00-4:00 - Group 2 (M-Z)	1:00-4:00 - Group 2 (M-Z)	1:00-4:00 - Group 2 (M-Z)
<p>To maintain safety protocols in response to COVID-19, the following will be our system:</p> <ul style="list-style-type: none"> <li>• Tech/supplies check out will be held in our cafeteria.</li> <li>• Only 1 parent may attend with his/her student(s) / 20 adults and 20 students maximum at one time.</li> <li>• Parents will remain in vehicles or in socially distanced lines until a table becomes available in the cafeteria.</li> <li>• All parents and students must wear a face covering.</li> <li>• If parents/students are feeling ill, Lynn administration will work with you individually and ask that you not enter the school for tech check out. We will determine a different method of delivery.</li> </ul>		
<p>What will we be doing during this time?</p> <ul style="list-style-type: none"> <li>• Students will be provided with their schedules and laptop (if needed), and materials for classes.</li> <li>• Students will log in to their computers and log in to Canvas and give access to their parents.</li> <li>• Parents will fill out the Medical Information Card, sign the technology forms, complete online registration (if not already completed) and download the Canvas App, in order to become an observer on your child's Canvas account.</li> <li>• It is important that custodial parents are the person who attends with the student.</li> </ul>		
<p><b>We look forward to seeing you! ☺</b></p>		

Also, I want to let you know that I appreciate your flexibility during this time. As always, you can email me directly with any questions you have. My email address is [bballard@lcps.net](mailto:bballard@lcps.net). In addition, we continue to have atypical office hours as a response to COVID-19. I encourage you to call the school at (575)527-9445 but if you cannot reach us there, you can call (575)635-7951 to reach our receptionist.

Sincerely,  
 Brenda Ballard  
 Principal  
 Lynn Middle School

