



To: Spirit Creek Middle School Teachers
 From: Kierstin Johnson, Principal
 Date: Sunday, September 20, 2020
 Re: Instruction for Students during Quarantine

Students with Technology Access for Live Instruction

Rationale: Students with technology and internet access will be able to use Microsoft Teams and Canvas to receive instruction, submit assignments, and receive feedback from teachers. The times below are when teachers will provide **live instruction on Mondays and Wednesdays**. Please choose one session on any day. Sessions will be recorded for parents and students to review at a later time and date. These recorded sessions will be available on the Canvas Platform.

Teacher Availability for Live Classroom Sessions Microsoft Teams: Monday and Wednesday

Content Area	AM	PM
2 nd Period	9:00am-9:30am	12:30pm-1:00pm
3 rd Period	9:30am-10:00am	1:00pm-1:30pm
4 th Period	10:00am- 10:30am	1:30pm-2:00pm
5 th Period	10:30am-11:00am	2:00pm-2:30pm
6 th Period	11:00am-11:30am	2:30pm-3:00pm

Students without Technology/Internet Access

Rationale: For students without technology and/or internet access, teachers have created Instructional Packets with school work for two weeks. The assignments include PowerPoints and notes so parents may assist their child.

Option 1

Packets may be downloaded from Canvas and uploaded in Canvas for submission.

Option 2

Parents may come to the school during the times below to pick up a packet.

Packet Pick Up Dates and Times			
6 th Grade	Friday, September 18	8:00am – 12:30pm	4:30pm – 6:30pm
7 th Grade	Monday, September 21	8:00am – 12:30pm	4:30pm – 6:30pm
8 th Grade	Monday, September 21	8:00am – 12:30pm	4:30pm – 6:30pm

Packet Drop Off		
Wednesday, September 23	8:00am – 12:30pm	4:30pm – 6:30pm
Wednesday, September 30	8:00am – 12:30pm	4:30pm – 6:30pm

Help Sessions Microsoft Teams: Tuesday and Thursday

Need Extra Assistance or Technical Assistance: Teachers will be available on Microsoft Teams. Students and parents may use the video calling function or use a dial in phone that can be found on the teacher's webpage.

Content Area	AM	PM
Language	9:00am-9:30am	12:30pm-1:00pm
Mathematics	9:30am-10:00am	1:00pm-1:30pm
Social Studies	10:00am- 10:30am	1:30pm-2:00pm
Science	10:30am-11:00am	2:00pm-2:30pm
Connections	11:00am-11:30am	2:30pm-3:00pm
Lunch	11:30am-12:30pm	
All Content Areas (Parent Conferences)		3:00-4:00pm

How to Logon to MS Teams and Canvas