

March 19, 2020

Dear Middle School Families,

While the issues surrounding the COVID-19 virus have necessitated precautions that we may find inconvenient and troubling, as with all things, this is a teachable moment. Three traits that we want to model, teach, and practice at Montverde Academy are flexibility, adaptability, and resilience. If ever a situation required those qualities, without question, the one we currently find ourselves in does!

As we move forward after spring break with our online educational plan, we will need to develop and practice these skills. To that end, below you will find instructions for “synchronous online instruction.” This type of online course is one in which **“class interactions happen in real time, at the same time as the students’ real-time daily schedule. Students may virtually attend class together via video conference, livestream, or chat.”**

For middle school, our online educational plan will be a close approximation of our normal school day, except for the fact that students will attend via the internet rather than physically. All the normal behavioral and academic expectations will continue during our online school day. Student attendance will be taken period by period like a normal day and students are expected to be prepared for class on time. As we know from research regarding virtual office spaces, even if they work from home people are most productive when dressed for business. To that end, students are strongly encouraged to dress in a Montverde polo while virtually attending classes. If a student cannot attend class for any reason please contact Jill Haveson at jill.haveson@montverde.org. Middle school students enrolled in upper school courses, taken at the upper school, should follow the instructions for online learning provided by the upper school faculty and administration.

On the next page please find a table of contents with live links to helpful resources guiding you step by step through the virtual learning process.

Before you begin exploring this document, please watch this short video so that you can share in the virtual excitement with us!: [Welcome to Virtual Middle School at Montverde Academy](#)

As Dr. Kesselring so aptly reminded us in a recent faculty meeting, “We are in uncharted waters.” With that in mind, flexibility, adaptability, and resilience are more important than ever. But, while necessary traits, they are not sufficient for us to navigate these “uncharted waters.” We will also need patience, empathy, and compassion. As #CUE² reminds us, we are aspiring to be a community and culture of caring. What better time to embody that vision? May you and your family be blessed with health and peace during the upcoming month.

Sincerely,



Mr. Paul Quick
Dean of the Middle School

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Daily Schedule

Our schedule will be very similar to our real-time, in-school daily schedule and will be as follows:

7:40:	Prepare for Period 1
7:45-8:30:	Period 1
8:35-9:20:	Period 2
9:20-9:35:	Break
9:40-10:25:	Period 3
10:30-11:15:	Period 4
11:20-12:05:	Period 5
12:05-1:05:	Lunch Break (Periods 6 and 7)
1:10-1:55:	Period 8
2:00-2:45:	Period 9
2:50-3:35:	Period 10 (Teachers' office hours)*

*Students who require extra assistance or have questions should schedule a one-on-one or small group tutorial via Big Blue Button with their teacher during teachers' office hours. Teachers may require or request for students to attend tutorials based on questions that arise during instruction.

Middle School Faculty Contact Information

6th Grade Teachers

Ms. Lindor	legna.lindor@montverde.org
Dr. Long	caryn.long@montverde.org
Ms. Mercer	rebekah.mercer@montverde.org
Mrs. Parets	sara.parets@montverde.org
Mrs. Williams	courtney.williams@montverde.org

7th Grade Teachers

Mrs. Fagan	laura.fagan@montverde.org
Mr. Hand	brian.hand@montverde.org
Ms. Parks	loula.parks@montverde.org
Mrs. Lafferty	susan.lafferty@montverde.org

8th Grade Teachers

Mrs. Lafferty	susan.Lafferty@montverde.org
Mr. Narducci	tom.narducci@montverde.org
Ms. Salazar	claudia.salazar@montverde.org
Ms. Tamasi	sandy.tamasi@montverde.org
Mrs. Vickers	dolly.vickers@montverde.org
Mr. Werner	scott.werner@montverde.org

World Language Teachers

Mrs. Leeper	kelly.leeper@montverde.org
Ms. Lindor	legna.lindor@montverde.org
Ms. Nederveen	jeanette.nederveen@montverde.org
Mrs. Vickers	dolly.vickers@montverde.org

P.E./Study Hall Teachers

Coach Griffis	caitlin.griffis@montverde.org
Mr. Hand	brian.hand@montverde.org
Ms. Lindor	legna.lindor@montverde.org
Coach Lobato	fred.lobato@montverde.org

Fine Arts Teachers

Mr. Claassen	hanrich.claassen@montverde.org
Mr. Connelly-Candelario	aubrey.connelly@montverde.org
Ms. McKinney	catherine.mckinney@montverde.org
Ms. Pollock	lori.pollock@montverde.org
Mrs. Mincy	mary.mincy@montverde.org
Dr. Mongeon	jeannine.mongeon@montverde.org
Mr. Seaney	jim.seaney@montverde.org
Mr. Wright-Ahern	adrian.ahern@montverde.org

Tutorial and Review of Class Materials

Daily Tutorials

Teachers will hold tutorials each day during their office hours. To sign-up for a tutorial, please communicate with your teacher in advance. Your teacher will need to invite you to the virtual tutorial. If you wait until the last minute, your teacher may suggest that you attend the following school day.

Student-Teacher Meetings

If you need to meet with your teacher, you can request a phone or virtual conference.

Review of Class Materials

Each day, your teacher will post a video recording of your course under **Announcements** in Canvas. Please check Announcements daily. You can watch the class to review the skills covered each day as often as needed.

Protocol for Non-Core Courses

STUDY HALL

Students will attend study hall virtually. Study hall teachers will take attendance and serve as a resource for questions regarding course work, virtual learning, scheduling appointments with core teachers, etc. Study hall teachers may suggest that a student attend a core class for a second period in a single academic day in order to gain additional exposure to the material. This attendance will be coordinated by the Study hall teacher.

P.E./ART

P.E. and Art will be held virtually. During P.E. students should be dressed appropriately for physical activity. Mrs. Pollock will provide further direction regarding virtual learning for Art.

LSS

Mrs. Potempa will still be working with the students through virtual programs to assist them in their studies. She will be communicating the exact procedure, but rest assured that all the support that students receive in person they will still be receiving in a virtual manner.

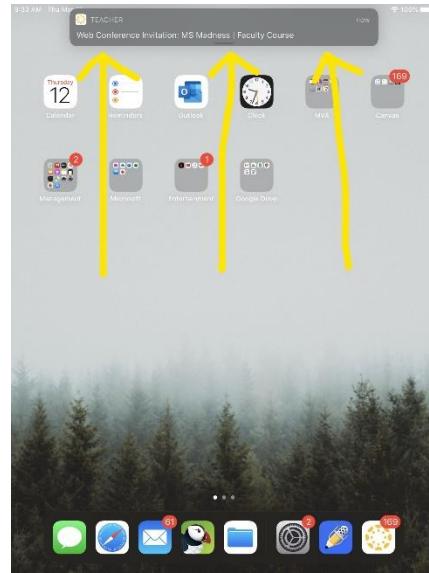
ELECTIVES

All electives will take place according to the regular daily schedule. If you have any questions, please contact your teacher directly.

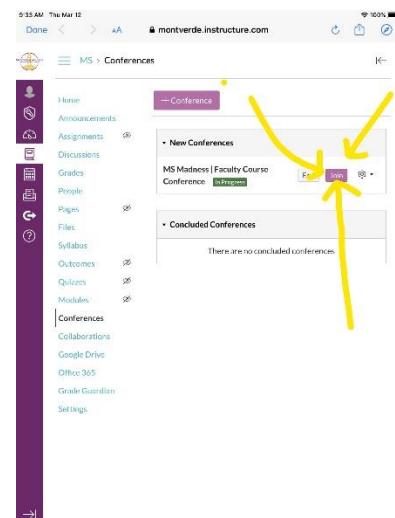
ATTENDING A VIRTUAL CLASS

Using the iPad

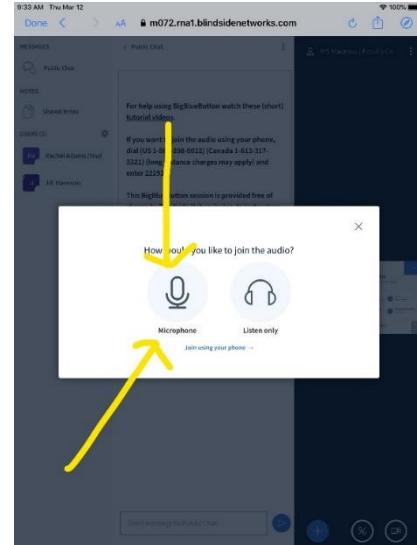
1. You will receive a push notification when the teacher schedules a class. Click on this notification when it is time for you to join that class. (If you do not receive this notification, go directly to Canvas via Safari. Click on the course, then conference, then “Join”.)



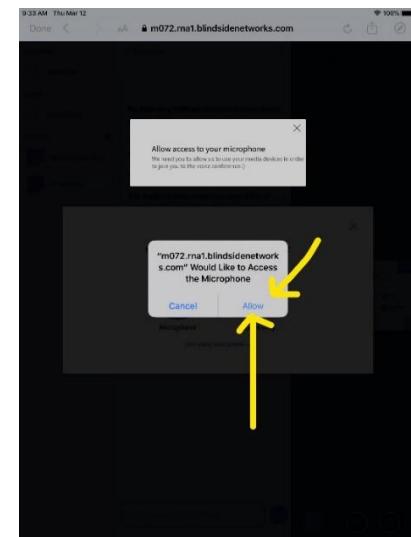
2. This will bring you to the course conference screen. To attend class, click purple “Join” button.



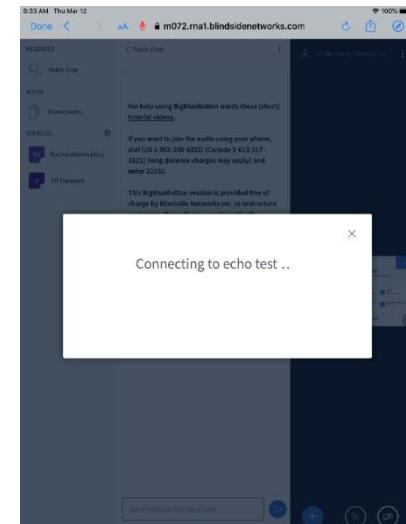
3. Click on the microphone icon.



4. Click "Allow".

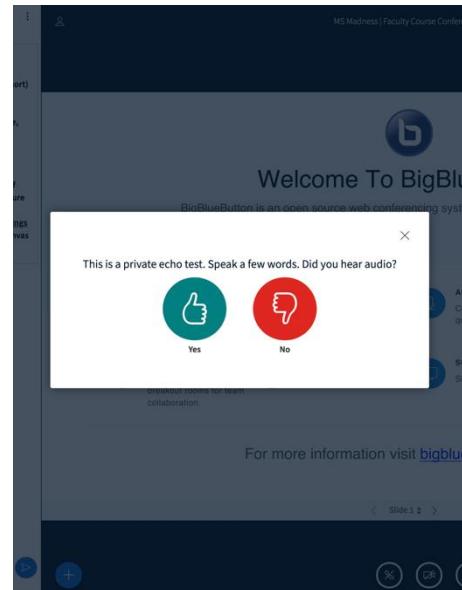


5. You will be prompted to test your microphone.

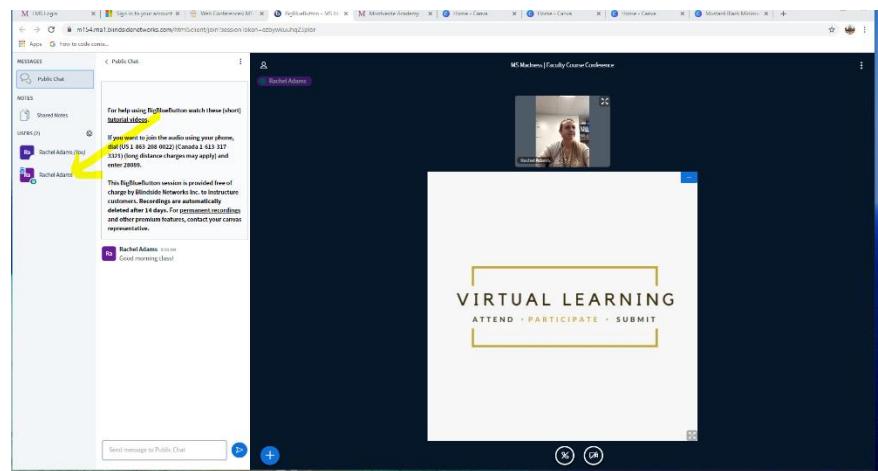


6. You are now attending class.

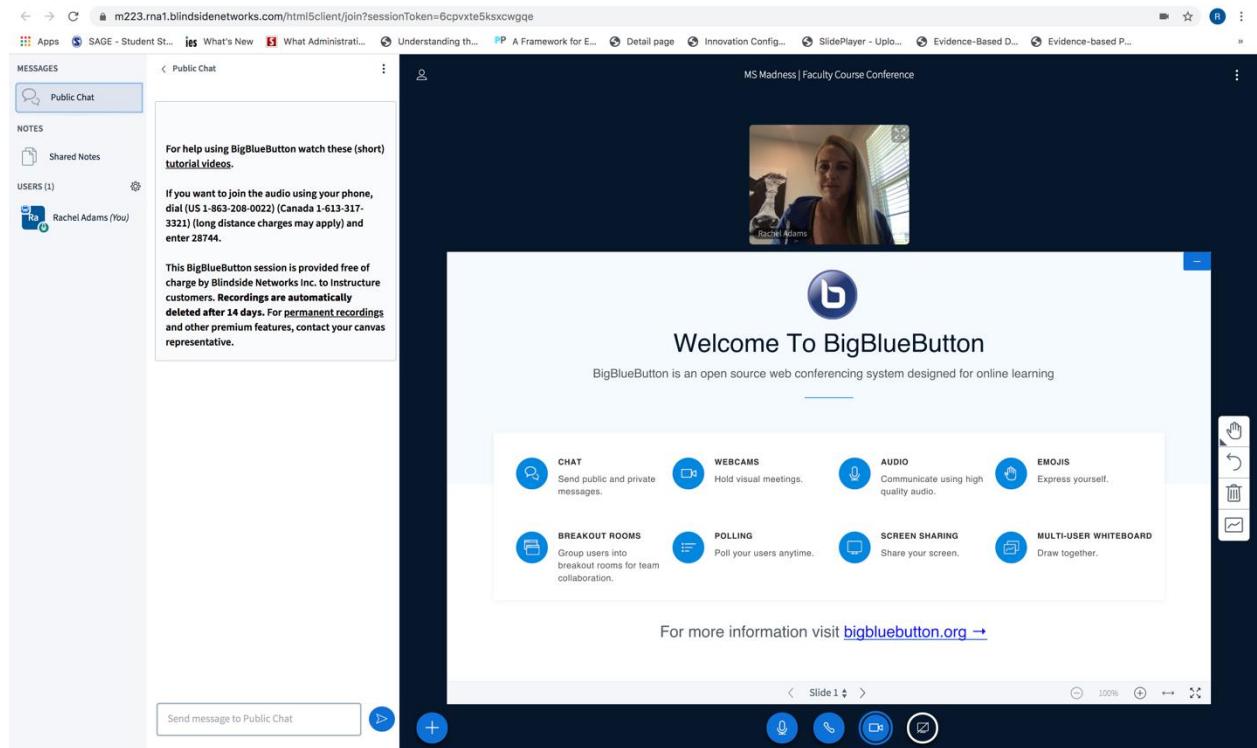
7. Select the thumbs up icon if you are able to hear your voice during the echo test.



8. You are now attending class.



9. When your webcam and sound are enabled, you will see that the icons appear blue.



10. To mute your sound, click the blue microphone at the bottom of the screen.



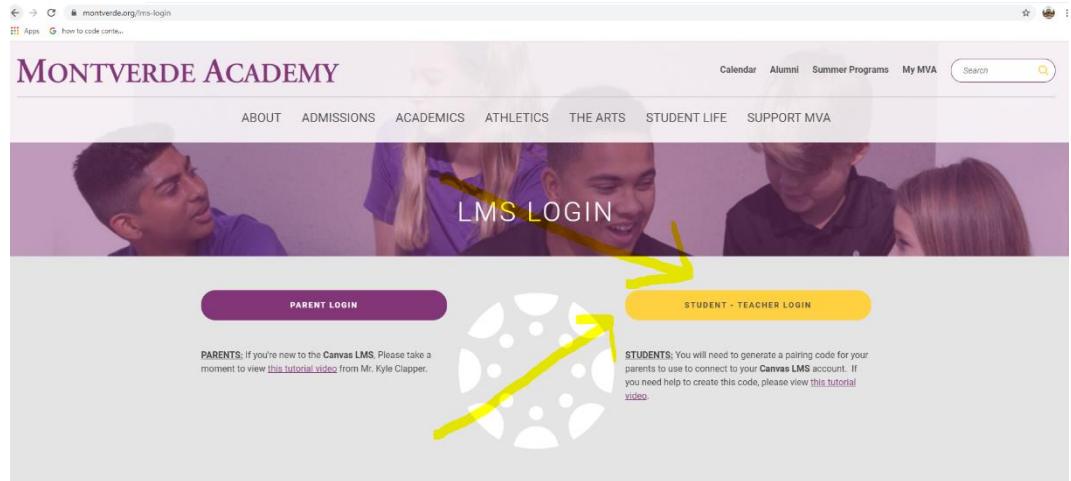
11. When muted, your microphone icon will turn white.



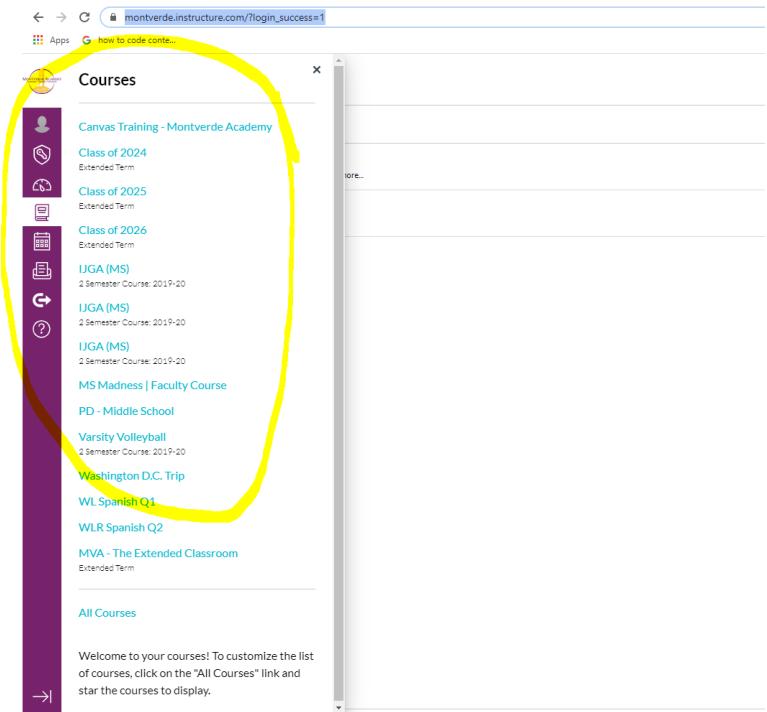
USING THE WEB BROWSER

To attend class via the web browser, you must be using a device that has a speaker. Otherwise, you will not be able to hear the teacher's instructions.

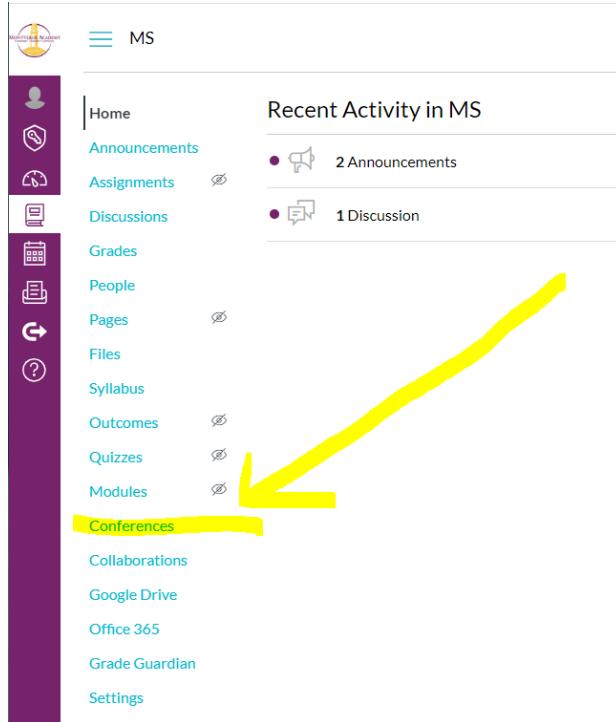
1. Login to Canvas through the web browser. Go to <https://www.montverde.org/lms-login> and click on Student to login.



2. Once in Canvas, select the appropriate course.



3. Click on Conferences.

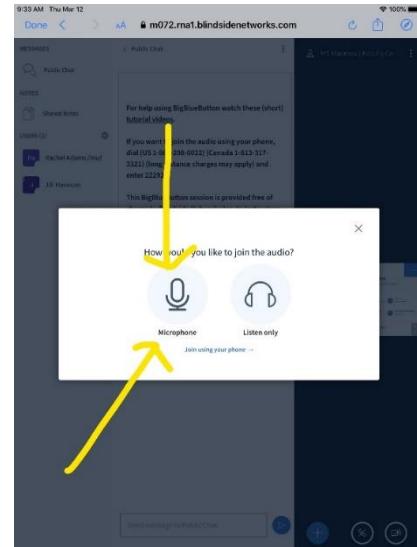


4. You will see your class listed under "New Conferences". On the right

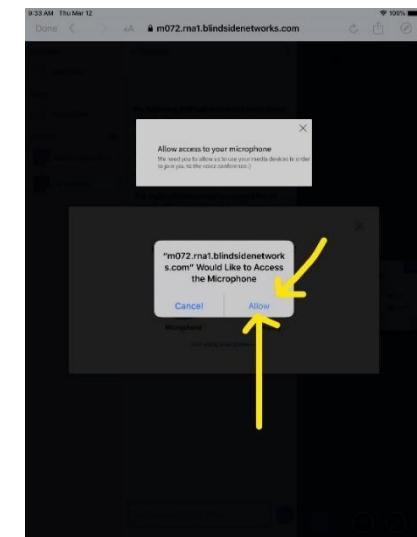
side of the screen, click the purple "Join" button. Pay careful attention to the date/time/period listing for the conference. For example, Earth/SpaceSci/period3/0323/2020. Make sure you are joining the correct conference!



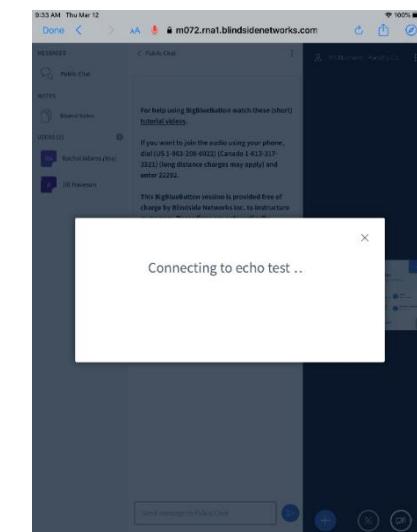
5. Click on the microphone icon.



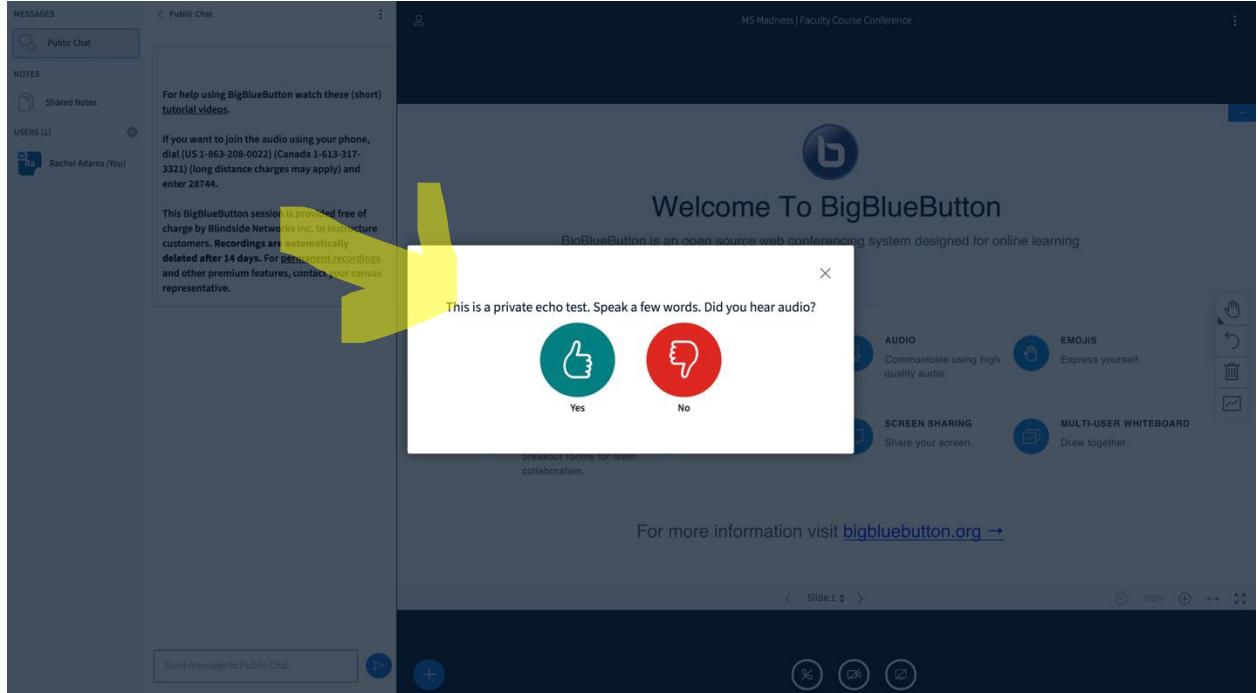
6. Click "Allow".



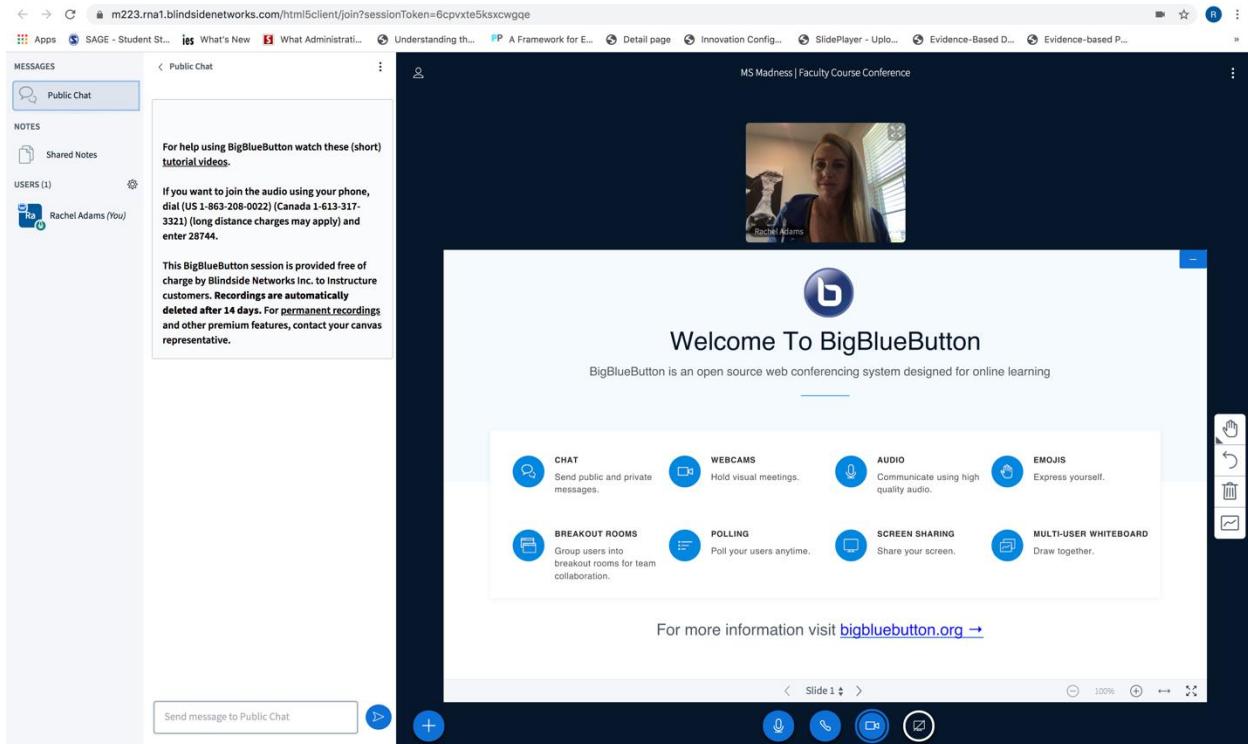
7. You will be prompted to check your microphone.



8. Select the thumbs up icon if you are able to hear your voice during the echo test.



9. When your webcam and sound are enabled, you will see that the icons appear blue.



10. To mute your sound, click the blue microphone at the bottom of the screen.



When muted, your microphone icon will turn white.

