### Grade-level Administrators

Grade-level administrators are available throughout the school day by appointment. A response should be provided within a 24 hour timeframe. If not, please contact the OKMS Welcome Center at (423)493-7793.

Ms. Earvin- OKMS Principal

Mr. Miller- 6th grade Administrator
- miller_travis@hcde.org

Mr. Calloway- 7th grade Administrator
- calloway_michael@hcde.org

Mrs. Duncan- 8th grade Administrator
- duncan_charlette@hcde.org

### Communication to Parents/Students

Teachers will only communicate with parents, guardians, or emergency contacts listed in PowerSchool.

**Feedback to the Parent/Students**
- Contact through email
  - Click the underlined link below
  - [Click Here- OKMS Contact Link](#)
- Call us at (423)493-7793
- Response- provided within 24 hours
- Weekly communication
- Parent/Teacher conferences
- PowerSchool grades updated weekly
- Parent and student communication through School Messenger/Canvas
### Parent Communication

- **OKMS Website** [https://okms.hcde.org/](https://okms.hcde.org/)

The social media platforms (Twitter- @The Knob, Facebook- Orchard Knob Middle School) will provide students/parents/teachers with updated information regularly.

### Additional Instructional Support

- All teachers are required to provide tutoring for students at least 1-day per week after school.
- Exceptional Education services and ESL services will be provided daily.
- During Phase II- Exceptional Education students and ESL Students have the option to attend each Wednesday for ½ day to receive additional service hours.

### Contacting Teachers/Meeting Requests

- Teachers- Plan 60 minutes per day
- Parents can email teachers directly to address specific concerns and schedule a phone conference with teachers.
- At request, an administrator/school counselor can be invited to the meeting.
- Parents/teachers/students can visit our website for more information.

[https://okms.hcde.org/](https://okms.hcde.org/)

### Concerns about Academic Progress & Social Emotional Learning/Health

The OKMS Social Work and Attendance Specialist as well as the School counselors are available throughout the school day by appointment.

<table>
<thead>
<tr>
<th>Social Worker</th>
<th>Attendance Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Schmidt- <a href="mailto:schmidt_l@hcde.org">schmidt_l@hcde.org</a></td>
<td>Ms. Smith- <a href="mailto:smith_p@hcde.org">smith_p@hcde.org</a></td>
</tr>
</tbody>
</table>

**School Counselors**

- Ms. Steward- steward_c@hcde.org
  - All 8th grade students
  - 7th grade last names A-M
- Ms. Thomas- thomas_jenn@hcde.org
  - All 6th grade students
  - 7th grade last names N-Z
## Learning Platforms and Textbooks

- All students have access to Classlink and Canvas.
  - Classlink Website: [https://launchpad.classlink.com/hcde](https://launchpad.classlink.com/hcde)
  - Classlink Powerpoint/Click the Blue Link: [ClassLink PowerPoint](#)

- Student Username: first initial + last name + student number
  - (Example: John Smith, 12345 would be js12345@students.hcde.org)
  - Student Password: the default password is the student's date of birth in MMDDYY format (Example: 06102015)

- All online textbooks or eBooks for each content (if applicable) can be accessed through a link on the teacher's Canvas courses.