



Orchard Knob Middle School

Parent Communication



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
- OKMS Website <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.



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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/>

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.

Social Worker

Ms. Schmidt- schmidt_l@hcde.org

Attendance Specialist

Ms. Smith- smith_p@hcde.org

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



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Learning Platforms and Textbooks

- All students have access to Classlink and Canvas.
 - Classlink Website- <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.



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Phase II - August 12-28, 2020

A-Day - Report to School Mondays and Tuesdays, Wednesdays-Login onto Classlink (See below)

B-Day - Report to School Thursdays and Fridays, Wednesdays-Login onto Classlink (See below)

HCS@Home - (Log onto all classes promptly according to scheduled course)

Bell Schedule	Monday	Tuesday	<u>Wednesday</u> Logon Virtually to Classlink	Thursday	Friday
7:15- 8:15	1st block	1st block	Log onto 1st block	1st block	1st block
8:18-9:18	2nd block	2nd block	Log onto 2nd block	2nd block	2nd block
9:21-10:01	3rd block	3rd block	Log onto 3rd block	3rd block	3rd block
10:04-11:04	4th block	4th block	Log onto 4th block	4th block	4th block
11:04-12:29	5th block	5th block	Log onto 5th block	5th block	5th block
12:32-1:12	6th block	6th block	Log onto 6th block	6th block	6th block
1:15-2:15	7th block	7th block	Log onto 7th block	7th block	7th block



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Phase III- Begins August 31, 2020
(Subject to Change/Based on trend of active COVID-19 cases)

A-Day and B-Day Students - Attend everyday Monday- Friday.

HCS@Home Students - Log onto all classes promptly according to scheduled courses.

Bell Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
7:15- 8:15	1st block	1st block	1st block	1st block	1st block
8:18-9:18	2nd block	2nd block	2nd block	2nd block	2nd block
9:21-10:01	3rd block	3rd block	3rd block	3rd block	3rd block
10:04-11:04	4th block	4th block	4th block	4th block	4th block
11:04-12:29	5th block	5th block	5th block	5th block	5th block
12:32-1:12	6th block	6th block	6th block	6th block	6th block
1:15-2:15	7th block	7th block	7th block	7th block	7th block