



FOREST GLEN MIDDLE SCHOOL

200 Forest Glen Middle School
Suffolk, Virginia 23434
(757)925-5780

August 26, 2020

Dear Parents and Guardians:

Welcome to the 2020-21 school year! I know you have many questions in regards to virtual learning as we open the school year. I hope this letter is informative and provides guidance as you prepare your student for the school year.

I joined the Forest Glen family on July 1 as principal. My career in Suffolk Public Schools spans 26 years and I most recently served as principal at King's Fork Middle School. I have also served as Assistant Principal at John F. Kennedy Middle School, Middle School Lead Teacher for English and Social Studies and a grade 6 teacher right here at Forest Glen Middle School. It is a special opportunity to return to a school where I have cherished memories of starting my career. I love the teaching and learning process and am committed to providing our students enriching and engaging instruction whether it is virtual or in-person. I am personally invested in our community as I live in Suffolk and have a daughter who attends elementary school in Suffolk. I am looking forward to meeting each of you.

Here are several topics for the launch of this school year:

Student Schedules

Student schedules will be visible to students and parents through Home Access Center (HAC) on Friday, August 28. Schedules will not be mailed. Students will now use their Google log-in credentials to access HAC beginning August 27.

Home Access Center

All parents need to have a Home Access Center (HAC) account to view schedules and grades. If you do not have a HAC account or cannot log-in, please contact the main office for assistance. If a new account needs to be created, you will need to call for an appointment.

Chromebook Distribution

Students in grades 7 and 8 will use the Chromebook issued to them last school year. Sixth grade students will be issued a Chromebook and charger to use. Students and a parent/guardian will have to be present to pick up a device. Both must sign the SPS Connect Agreement form prior to the device being issued. I have attached a copy so you can read prior to arrival. We will have copies available for you to sign. Please note that face masks and social distancing are required. The building is not accessible for tours and additional family members should not attend. The distribution dates include:

Wednesday, September 2 from 9:00am to 12:00pm and 1:00 pm to 3:00pm. This day will only be for 6th graders to pick up a Chromebook and charger.

Thursday, September 3 from 3:00pm to 6:00pm. This will be for any new student in grades 6, 7 or 8 who needs a Chromebook or for a returning student who has a Chromebook that is not working properly.

Friday, September 4 will be from 9:00am to 12:00pm by appointment only for device pick up or exchange. Please call and request an appointment only if you cannot come on Wednesday or Thursday.

Kajeet Devices

There are a limited number of Kajeet devices or internet hotspots that will be checked out to families. The Technology Department will review and verify that the student does not have access to SPS-HotSpot already. Only one device will be issued per household. Technology will prepare the appropriate device based on the address submitted and the Media Specialist will be responsible for distribution to the student. In some areas of the city the SPS-HotSpot will not

work due to lack of cellular coverage. To request an internet device, contact our Media Specialist, Ms. Weaver at teresaweaver@spsk12.net. Access points are being set up throughout the community. Additional information can be found on the SPS website.

Middle School Virtual Teaching and Learning Schedule

Classes will be held between the designated hours, with at least two scheduled live sessions per class, per week (for 20-30 minutes of the class block). For 6th and 7th grades, live sessions will be on Tuesdays and Wednesdays for all blocks. For 8th grade live sessions will be on Mondays (blocks 2, 4, 6), Tuesdays (blocks 1, 3, 5, 7), Wednesdays (blocks 2, 3, 4, 6), and Thursdays (blocks 1, 5, 7). Teacher office hours will be during their planning time (6th grade teachers: 12:20-1:05, 7th grade teachers: 9:35-10:20, 8th grade teachers: 10:45-11:30, Exploratory/Health/PE teachers: 8:30-9:30) by appointment. Teachers will share their specific live session times prior to the first day of school. The learning platform Canvas will be used for all subject areas.

6th Grade	7th Grade	8th Grade	Time
Period	Period	Period	
Block 1 (Morning SEL)	Block 1 (Morning SEL)	Block 1/2	8:30 A.M.-9:30 A.M.
Block 2	Block 2/3 Exploratory/ Health/PE	Block 3 (Morning SEL)	9:35 A.M.-10:20 A.M
Morning Brain Break	Morning Brain Break	Morning Brain Break	10:25 A.M.-10:40 A.M
Block 3	Block 4	Blocks 4/5	10:45 A.M.-11:30 A.M.
Lunch	Lunch	Lunch	11:35 P.M.-12:15 P.M.
Block 4/5 Exploratory/ Health/PE	Block 5	Blocks 6/7	12:20 P.M.-1:05 P.M.
Enrichment and Support Blocks 1 & 2	Enrichment and Support Blocks 1 & 2	Enrichment and Support Blocks 1/2 and 3	1:10 P.M.-2:05 P.M.
Enrichment and Support Blocks 3 & 4	Enrichment and Support Blocks 3 & 4	Enrichment and Support Blocks for Periods 4/5 and 6/7	2:10 P.M. - 3:05 P.M.



Suffolk Public Schools Fall Learning Plan

Additional details and resources can be found on the SPS website at

https://www.spsk12.net/fall_learning_plan

Stay Connected

To stay connected, be sure that you have a HAC account and are signed up to receive notifications through School Messenger.

https://www.spsk12.net/families/school_messenger_manager

The school's website is <https://fgms.spsk12.net/> and virtual orientation information will post by September 2.

Thank you for your support. Let me know if you have any questions.

Sincerely,

Jennifer K. Presson

Principal