

ABLE Charter Middle School Distance Learning Policy and Procedures

Online Learning Norms:

- Be prepared for TEAMS Live class session: Read the materials beforehand and be prepared to answer questions and engage in discussion.
- Check in to your class meeting, prior to the start time to make sure everything is working.
- Attend every class session. Attendance will be taken every period and it will count towards participation points.
- Dress appropriately: no costumes, props, food, or other items that will distract other students from the learning objective.
- Use your real name and picture. You are not allowed to use fake names, nicknames, or alternative icons.
- Sit in an appropriate chair, desk, kitchen table, and quiet place. Do not lay-down during the live class meetings.
- Microphones off: The teacher will direct you when it is time to unmute your microphone. If a teacher mutes you for inappropriate sounds or comments, you must remain muted. You will lose participation points and be reported to admin for disciplinary actions.
- Use the chat feature appropriately: The chat feature is for questions or statement about the text only. All questions should be directed to the teacher.
- It is highly recommended that you join the class session with cameras on. We will often look to you to show a thumb up or thumb down as a way to check for understanding. You may also raise your hand to speak.
- Students will be at risk of losing participation points, if you are not participating and answering when called upon, and if they are being inappropriate or distracting/disruptive to the learning environment.

Attendance:

- Students are expected to be logged in on time to each class meeting.
- Students are expected to remain in the TEAMS class meeting until excused by the teacher.
- Students are expected to engage in the activities that take place during live instruction.
- When a student is unable to attend class, communicate directly to the teacher by sending an email or send a chat message in TEAMS. This will count as 'participation' and the student will not lose attendance points.
- If a student is unable to attend class, they must engage with the teacher in an alternative format; email, chat, attend office hour within the same week of the missed class.
 - The student will have access to the recording of the live session.
 - The student will need to make-up time/assignments to restore points.

Grading:

Grades are comprised of two categories: Participation and Assignments

- **Participation Points:**

- Students can earn 1 participation point per day, per period, by attending their live class meeting for the entirety of the class period.
- Students can earn 1 participation point per day, per small group meeting by attending their assigned small group for the entirety of the meeting.
- Students earn participation points by actively participating in the live class meeting.
- Active participation in live class meetings may include; completing entrance/exit tickets, reading out loud, answering questions, working on assignments, engaging in technology-based apps, engaging in class discussion, creating a project, working in a group, presenting a project, and any other assigned activity by the teacher.
- If a student must be absent to a class meeting, they will receive make-up participation points by engaging with the teacher in an alternative format; email, chat, attend office hour within the same week of the missed class.

- **Assignments:**

- Teachers will create and assign student assignments in TEAMS.
- Approximately 2-assignments per teacher will be assigned weekly in TEAMS.
- Assignments must be submitted in the TEAMS learning platform only.
- Teachers will provide timely feedback on assignments submitted.
- Assignments will all be graded on a 4-point Grade Scale:

Points	Grade
3.6 – 4.0	A
3.2 – 3.5	B
2.8 – 3.1	C
2.4 – 2.7	D
0 – 2.3	F

Home/School Communication:

- Parents/Guardians are encouraged to check the website for up-to-date information.
- Log-in to PowerSchool to receive weekly grade reports.
- Email your students teacher or me with any questions, comments or concerns.
- Coffee with the Principal- a weekly Zoom meeting for parents/guardians to ask questions, obtain information, and connect with other parents.
- Use TEAMS chat feature to quickly communicate with your student's teacher.

SEE Schedule Below

Middle School Distance Learning Schedule:

5th Grade Schedule

Monday, Tuesday, Thursday, Friday

10:00-11:00 am	Math
11:00-12:00 pm	ELA
12:00-12:45 pm	Lunch Break
12:45-1:00 pm	Class Meeting
1:00-1:30 pm	ELA
1:30-2:00 pm	Social Studies
2:00-2:30 pm	Science
2:30-2:45pm	Class Meeting

5th Grade for Wednesday

10:00- 11:00 am	Office Hours
11:15-12:15 pm	ELA Small Group Meeting
12:15-12:45 pm	Lunch Break
12:45-1:45 pm	Math Small Group Meeting

6th-8th Grade Schedule

Monday, Tuesday, Thursday, Friday

10:00-10:55 am	Period 1
11:00-11:55am	Period 2
12:00-12:45 pm	Lunch Break
1:00-1:55pm	Period 3
2:00-2:55pm	Period 4

6th-8th Grade for Wednesday

10:00-11:00 am	Advisory
11:15-12:15 pm	ELA Small Group Meeting
12:15-12:45 pm	Lunch Break
12:45-1:45 pm	Math Small Group Meeting