LEAD Southeast Middle School Remote Learning Orientation Handbook

Welcome!

Dear Students and Families,

Welcome to the 2020-2021 school year at LEAD Southeast Middle School!! We are thrilled to kick-off another school year as we continue our mission to prepare all students with the knowledge and skills to be Ready for College and Ready for Life.

As we begin this school year online, our Ethos will be more important than ever to ensure that we have a successful start to the school year. As we engage in online learning, our Ethos mean that we are…
- Committed: We will show up every day for our online classes, ready to engage and to learn.
- Courageous: We will be willing to try new platforms and new ways of learning.
- Disciplined: We will continue to remain focused on learning and growing every day, although this year will look different.
- Self-Reliant: We will develop new habits and skills to be successful in the virtual learning environment.
- Serve Others: We will have grace for ourselves and grace for others as we attempt to do things we've never done before.

Families, we are partners in your students' education, and we look forward to continuing to work closely with you this year. Please know that we will work hard to ensure that every student, family and staff member has the support they need to be successful as we navigate this new way of learning. We are committed to working alongside our students and families as we navigate new systems and structures and we thank you for your feedback and input along the way. Please continue to use "The LEAD Southeast Middle School Family" Facebook Group and check our website for the most up to date information on our response to the COVID-19 pandemic.

Do not hesitate to reach out if there is anything we can do to better support you this year. We look forward to another incredible year at LEAD Southeast Middle and will see you online soon!

Lobos love,

EmmaMac

Emma Mac
Principal
emma.mac@leadpublicschools.org
615-717-5210

Student Schedules, Grades and Attendance

Student Schedules

Student-specific schedules will be handed out on your child's individual student sheet. Below is a basic schedule of how the school day will run during virtual learning.

Regular Schedule				
Start	**End**	**Period**	**Minutes**	**Notes**
8:15	8:25	Homeroom	10	Live
8:25	8:50	CREW/IR	25	Live
8:50	9:20	1st	30	Live
9:20	9:50	2nd	30	Live
9:55	10:25	3rd	30	Live
10:25	10:55	4th	30	Live
11:00	11:30	5th	30	Live
11:30	12:00	6th	30	Live
12:00	12:40	LUNCH	40	Off
12:40	1:10	7th (ELA Int)	30	Live + Independent
1:15	1:45	8th (Math Int)	30	Live + Independent
1:50	2:20	9th (Related Arts 1)	30	Live + Independent
2:25	2:55	10th (Related Arts 2)	30	Live + Independent

Grades

Students must attend *all live classes* to receive the class participation credit which will count towards their final grade. **Class participation** is worth **30%** of the total grade for all virtual learning classes. Students who do not attend class on a regular basis will miss assignments and be in danger of failing.

Type of Grade	Percentage of Total Grade	Additional Information
Summative (Major grades)	35%	Performance Tasks, Tests, Quizzes, Projects, Essays *At least 2 per quarter*
Formative (Minor Grades)	35%	Exit tickets, Shorter Quizzes, Short Responses, Independent Reading Word Grade, ST Math Grade, and Intervention Grade *At least 1 per week*

Classwork/ Participation	30%	Students will receive 5 points per day per class for attendance Students will receive 5 points per day per class for completing live classwork/homework *Daily*

Additionally, students will receive a grade in their Art and PE classes. While students can choose to attend these classes live or watch the recordings and complete the work independently, students will be required to complete 3 PE lessons and 1 Art lesson per week for their grade in these classes.

Attendance

The attendance policy for LEAD Public Schools (LPS) follows the guidance released by Metro Nashville Public Schools and the State of Tennessee. LPS expects that students will make a good faith effort to attend all learning sessions, and that families understand that both attendance and participation are requirements of live learning sessions. Find the attendance guidelines below:

1. Student attendance will be taken *during live instruction* and reported to the state each day.
2. Students must attend *all live classes* to receive the class participation credit which will count towards their final grade.
   a. **Class participation** is worth **30%** of the total grade for all virtual learning classes. Students who do not attend class on a regular basis will miss assignments and be in danger of failing.
3. If a student experiences technical difficulties that prohibit logging in to a virtual class, the student must *contact the school immediately* in order to be counted present for that day.
4. Chronic absenteeism and truancy will mirror the state policy.

Virtual Classroom Expectations

Virtual Classrooms Expectations		
Routine	Why	Student Action

Before Class	Students should be prepared to be engaged for a classroom setting to limit distractions and breaks during class.	Take care of your physical needs:
		● Eat breakfast
		● Drink water
		● Use the restroom
		● Dress for class
		  ○ Appropriate dress
		  ○ Face visible

	Students should be prepared to start on time and be in a location where they can focus on lessons and schoolwork, as well as ensuring they are taking care of their school technology (computers).	Take care of your technological/classroom needs: ● Laptop charged and in a safe space ○ No eating or drinking around your laptop! ● Notebook/paper, pen, or pencil ● Be in a place you can focus to work ● Reach out to teacher with questions, concerns, or needs prior to class starting
Entering Class	Students should be prepared and present in class without disrupting others.	● Enter zoom on time for the start of class ● Make sure your video is on ● If you have issues entering the room or with zoom, text/call classroom teacher ● Wait for instructions from teacher
During Class	Students should be focused on learning and participating in class.	Stay engaged ● Complete all work ● Video on ● Limit distractions ● Keep cellphones out of sight ● Only on school websites Zoom communication ● Come off mute when called on ● Use appropriate hand signals ● Stay on topic ● No side conversations ● Ask questions on topic and appropriately

|	Students should speak kindly and appropriately to both their teachers and classmates by being encouraging and uplifting.	Use respectful language and interaction - In class when speaking - In breakout rooms - In the chat
	Students may have things arise while working from home but should communicate with teachers as needed to ensure they know how to support.	Emergency needs - Private message teacher - Turn off video - Rejoin as quickly as possible
End of Class	Students should ensure they have everything needed to finish class and transition quickly to their next zoom class.	- Remain in zoom the entire class period (do not leave early or before dismissed) - Turn in all classwork - Ask clarifying questions - Have work ready for next class - Transition to next class on time

Virtual Learning Tools

Student Emails

- Your student's email address is on their **individual student sheet**.
- To log into their account, your student will need to:
    1. Go to **www.gmail.com**.
    2. Type his/her email address in the blank space. Make sure to include "**@stu.leadpublicschools.org**".
    3. Click next.
    4. Type his/her password in the blank space
    5. Click "Next".
- Please have your student **check his/her email daily** for updates and assignments from teachers and school staff.

Clever

When you open your chromebook and login, the Clever homepage will automatically open on your computer. This is a **personalized webpage** that gives you access to your **teacher pages** for your classes, **Google Classrooms**, **classroom apps**, and school-specific links like **Zoom**. The great thing about Clever is that it puts all of your school resources in one place, and it also will automatically sign you into some apps, and will remember your password for other apps and links once you've signed in the first time.
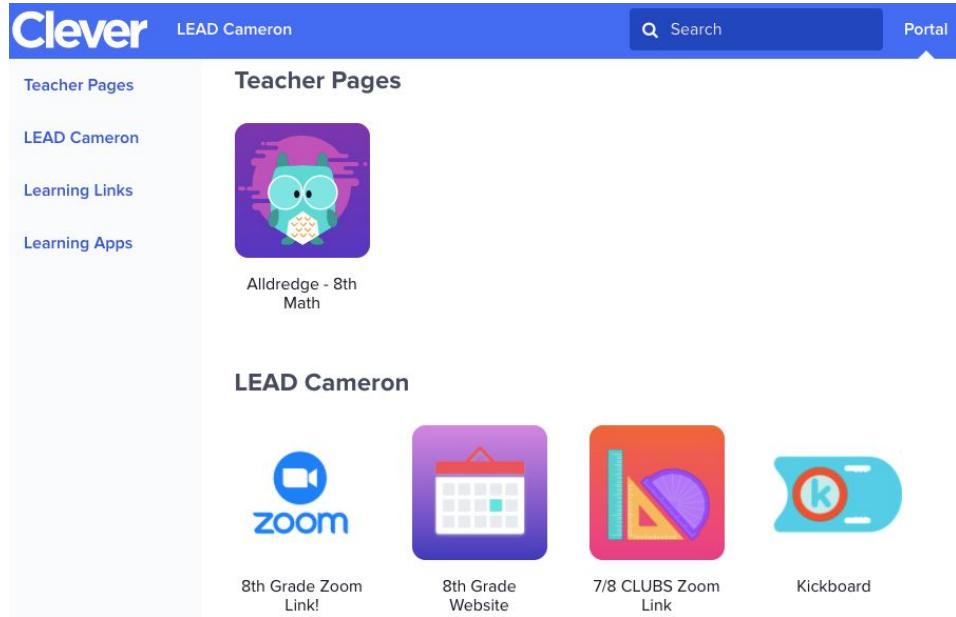
Login Instructions:
Open your chromebook and sign in using your student email address and password from your **individual student sheet**. It should automatically bring you to this screen. Click on "Log in with Google", and enter your student email address and same password again, and you will be at your Clever homepage!

If you are using another device to do your schoolwork, you can access the Clever login screen by going to https://clever.com/in/lead-public-schools to login.

Google Classroom

Google Classroom is where your students can find their assignments posted for each of their classes. Students will see links to Google Classroom in their **Clever Portal.** The icon for Google Classroom looks like this green image on the right.


Google Classroom

Once you click this link, you may be asked to log in, using your student email address and password from your **individual student sheet.**

Once you log in, you will see a homepage that looks like this:
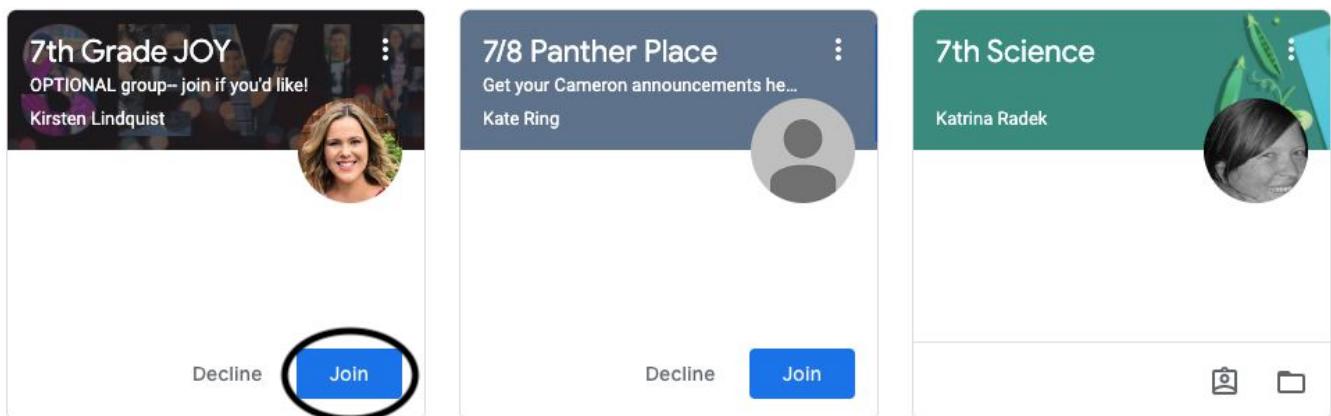
Click the blue 'Join' button to join the class. Then, click each subject name to see classwork posted for that subject. Here, you can submit work that your teachers assigned to you.

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Zoom

Zoom is a **video conferencing** platform that allows students to attend **live lessons** with their teachers. LEAD Public Schools will use Zoom video conferencing daily to provide live virtual instruction.

Links to Zoom sessions will be provided to students through their **Clever Portal** or **Google Classroom**. Once you click the Zoom link, follow these quick steps to join the video call:

1. You may be prompted to "Open Zoom.us." Click "Open Zoom.us."

Open zoom.us?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Cancel   Open zoom.us

2. Select "Join with Video."
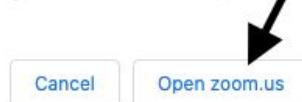
Join without Video   Join with Video

3. You may be placed in a waiting room that says "Please wait, the host will let you in soon." Simply wait and the host will let you in.

4. Once admitted into the meeting, Select "Join with Computer Audio."

Join With Computer Audio

Test Speaker and Microphone
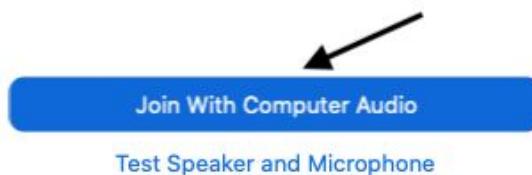
Family Communication Tools

Kickboard

The **Kickboard Family Portal** is a way for families to know about their student's behavior. To create your account in Kickboard, follow the instructions below. A **Kickboard Access Code** will be provided by your school on the **individual student sheet**.

Sample Student Access Code & Directions

How to Access the Kickboard Family Portal

1. Download the **Kickboard app** or visit **www.kickboardforschools.com/login**
2. Select your role as **Family Member** or **Student**
3. Select **ENTER ACCESS CODE**
4. Enter the student's birthday and this access code: **ABC123-XYZ** ← Use your access code from your **Individual Student Sheet**
5. Follow the instructions on screen to verify your email and set a password

For security purposes, you will be asked to enter the access code from your **individual student sheet** and the student's date of birth. You will then be able to verify your email address, set a password, and log in.

To add more than one student, log out and follow the same steps above for each student. If you use the same email address, you will be able to see information for multiple students from a single account login.

Illuminate

Setting up your **Illuminate Parent Portal** allows you to see your student's grades as often as you choose. You will get your access code on your student's **individual student sheet**. You can register for a parent portal account by following the steps below.

Step 1: Go to http://leadpublicschools.illuminatehc.com/login

Step 2: Complete the registration fields as shown below. Then click "Submit".

This Access Code will be listed on your student's **individual student sheet** that you get from your child's school.

TalkingPoints

TalkingPoints is a **parent-teacher messaging app** with **translation.** Your school and your student's individual teachers will use TalkingPoints to communicate with you through a **mobile app or text messages** in your **home language.**

How does it work?
- You will receive messages from your teachers in your home language.
- You can reply back and send them a message in your home language, English or with an emoji ☺ *Your responses are only sent to the sender and not to other families.*

TEACHER/SCHOOL	PARENT/GUARDIAN
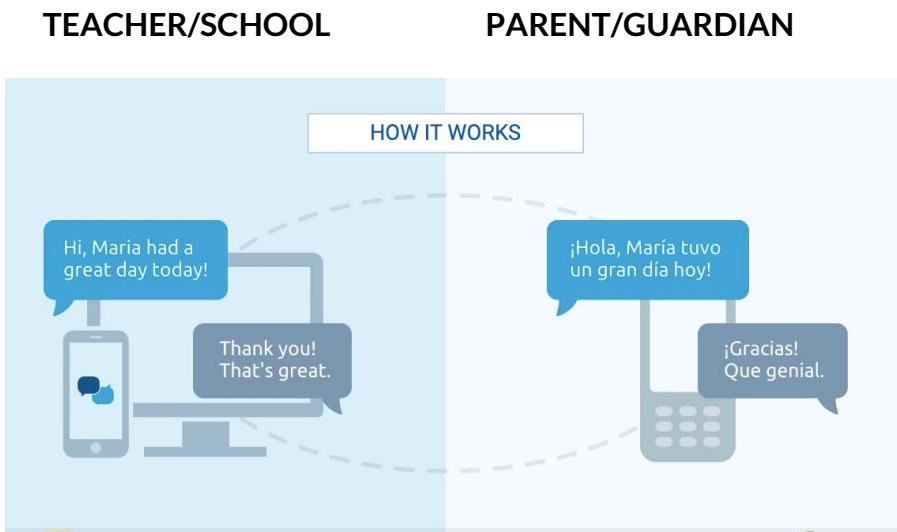
What do I need to do as the parent to get signed up?

Nothing, a member of our LEAD team will send you a message to invite you to begin using TalkingPoints and a link to download the free parent app!
This is what the app looks like for families →

If you prefer not to download the app, it also works with SMS Text Messaging.
Standard text messaging fees apply.

If you are not interested in participating, you will be able to opt-out once you receive the introductory message from the school.

Possip

Possip is a messaging system that gives the school administration a direct way to communicate with families through **text messaging** or **email**. You will receive a sign-up text message or email, depending on the contact information you shared with school.

ꟼ POSSIP

لعائلتك

تستخدم المدارس برنامج Possip
لمعرفة ما تحتاجه العائلات

كيف يعمل Possip لصالح عائلتك:

- تلقى رسالة نصية وبريد إلكتروني بشكل منتظم من Possip
- رد باللغة التي تفضلها
- شاركنا باحتياجاتك الإضافية أو المديح أو الاستفسارات أو أفكار التطوير
- يمكنك إضافة اسمك أو الحفاظ على سرية هويتك
- شاركنا احتياجاتك في أي وقت من خلال الرد على رقم Possip الخاص بك

Infinite Campus Parent Portal

Infinite Campus is where schools keep all updated **contact information**. During remote learning, it is very important that we have up-to-date contact information, especially **phone numbers** and **email addresses**, for all families. You can update your own contact information in the **Infinite Campus Parent Portal**.

1. Go to http://familyportal.mnps.org
2. Choose "Campus Parent"

   Metro Nashville Public Schools

   Log in to

   Campus Student

   ───────── or ─────────
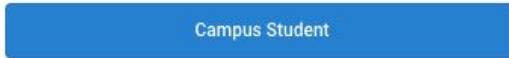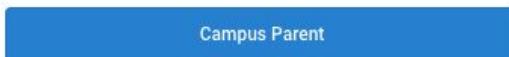
   Campus Parent

3. Choose "New User" to create your account.

   Metro Nashville Public Schools

   Parent Username

   Password

   Log In

   Forgot Password? Forgot Username? Help

   Log in to Campus Student

   ───────── or ─────────

   New User?

4. Enter your Infinite Campus Parent Portal activation key from the **individual student sheet** to access to your parent portal account and update your phone number and/or

   email address if there is any change.

   New User?

   Activate your Campus Portal account by entering the activation key sent to you by your district.

   If you do not have an activation key, please contact your district to obtain one.

   Activation Key *

   Submit

   Back to Login

School Social Media Pages

Let's Get Social, LEAD Southeast Middle School!

LEAD Southeast Families, during this remote learning time it is very important that we stay virtually connected and that you stay informed with updated information by following us on social media!

Please join our closed Facebook group!

The LEAD Southeast Middle School Family @LEADSoutheastMiddle

Please be sure to answer the membership questions!
- **What is your student's name and grade?**
- **What is your student's date of birth?**
- **What is your relationship to the student?**

Please follow us on Instagram!

leadsoutheast

How to stay organized during remote learning

Tips to be successful with remote learning

1. **Be positive:** Change is always tough, but doable with a positive attitude. A positive attitude about online learning is the best gift you can give yourself. Everything you learn, whether it's your most favorite or least favorite subject, will help you grow as a person

2. **Get organized—and stay organized:** Creating an orderly learning space to do schoolwork. Be sure you have room for your books, computer, pens, paper, and other supplies you may need. Label folders to hold papers and notes for each subject.

3. **Establish a flexible routine:** A routine will help keep you on track with your schoolwork.

4. **Set personal goals.:** Think about what you'd like to accomplish, both short and long term. Is there a class you want to ace this semester? Maybe you want to get a certain grade point average.

5. **Make the most of your resources.:** As an online learning student, you have many helpful resources available. Trusted websites come to mind. But don't forget the many human resources you can use: parents, your teachers, school counselors, and classmates are great sources of information.

   Resources:
   https://www.connectionsacademy.com/support/resources/article/8-top-tips-for-student-success-in-online-school

Tips for Creating a Schedule During Remote Learning:

- Plan out your entire day starting when you wake up
  - Include time to get ready for the day (shower, eat breakfast, brush teeth, etc.)
- Plan breaks in the middle of work sessions
- Use timers to set goals for getting work done
  - "I will set the timer and work for 15 minutes, and then I can play Roblox."
- Set alarms or reminders to do certain things during the day
  - Independent Reading alarm
- Look at the following example schedule and use the template to create your own:

EXAMPLE LEAD Southeast Middle School Daily Student Schedule Grades 5-8		
Must Do All Today:	**Today's Learning Schedule:**	**Focus:**
❑ Get dressed ❑ Independent Reading	**8:15-8:50**	**Homeroom/Crew Time**
	8:50-9:50	**Math**
	9:50-9:55	**Break, Stretch, Eat Snack**
Choose Two Chores to Do Today:	**9:55-10:55**	**ELA**
❑ Wash Dishes ❑ Make Bed ❑ Walk dog	**10:55-11:00**	**Break, Stretch, Get Water**
	11:00-12:00	**Science or Social Studies**
	12:00-12:40	**Lunch**
Enrichment: **(Virtual Museums, Exercise, etc.)**	**12:40-1:10**	**Read Independent Reading Book**
	1:15-1:45	**Work on ST Math**
❑ Smithsonian Virtual Museum ❑ Virtual Yoga ❑ Virtual lunch with friend	**1:50-2:20**	**PE**
	2:25-2:55	**Art**
	Other notes: **-Group with Counselor at 3:00pm**	

TEMPLATE LEAD Southeast Middle School Daily Student Schedule Grades 5-8		
Must Do All Today:	**Today's Learning Schedule:**	**Focus:**
❏ _____ ❏ _____ ❏ _____ ❏ _____	**8:15-8:50**	**Homeroom/Crew Time**
	8:50-9:50	
	9:50-9:55	
Choose Two Chores to Do Today:	**9:55-10:55**	
❏ _____ ❏ _____ ❏ _____ ❏ _____	**10:55-11:00**	
	11:00-12:00	
	12:00-12:40	**Lunch**
Enrichment: (Virtual Museums, Exercise, etc.)	**12:40-1:10**	
	1:15-1:45	
❏ _____ ❏ _____ ❏ _____ ❏ _____	**1:50-2:20**	
	2:25-2:55	
	Other notes:	

Technology Agreement

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY:
PROCEDURES AND GUIDELINES

The following procedures and guidelines shall apply to the use of electronic resources by students, staff and guest users within LEAD Public Schools ("LPS"). Electronic resources are defined as computers, networks, INTERNET, electronic mail (email), audio equipment, VCR's, DVD/Blue-ray players, televisions, telephones, etc. Independent access to any of these electronic resources by students will not be granted until a permission agreement form, a copy of which is attached hereto, is signed by the student. If the student is under 18 years of age, the permission agreement form must also be signed by the student's parent or legal guardian

STUDENT USE

Access to electronic resources is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will make a reasonable effort to supervise the use of electronic resources at school.

A. Internet Access

Internet access consists of visiting predetermined sites or for educational research purposes. Research through the Internet is controlled by using the best possible technology to block as many inappropriate sites as possible. However, parents must understand that their child may encounter sexually explicit or other objectionable material. The student is responsible for not actively pursuing material that could be considered offensive. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

B. Email Access

Email access may consist of individual student accounts for all 5-12 grade students. Parents should understand that email provides the ability to contact unknown people all over the world, outside of the direct supervision of LPS. The school system will take reasonable steps to filter student email for objectionable content. However, students may encounter sexually explicit or other objectionable material. The student is responsible for constructing and sending email containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Email accounts are the property of LPS. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

C. Consent for Use

By signing the attached acknowledgement, you hereby accept and agree that your child's rights to use the electronic resource provided by LPS are subject to the terms and conditions set forth in LPS policy/procedure. Please also be advised that data stored in relation to such services is managed by LPS pursuant to LPS, Metro Nashville, State, and Federal policy, You also understand that any e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by LPS, which provide features such as online storage, online communications and collaboration, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between the end-user and the service provider. Before your child can use online services, he/she must accept the service agreement and in certain cases, obtain your consent.

D. Publication of Student Works

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian. Signing this AUP constitutes permission to publish any student work hosted in the electronic mediums covered by this policy

E. Technology Protection Measures and CIPA Compliance

LPS recognizes an increase in 21st Century Skills is vital to the success of our students; schools are now increasingly using the powerful Web 2.0 tools available on the Internet.

Our school district currently uses a third-party filtering solution provided by ENA at the network level, in conjunction with a filtering and monitoring solution provided by GoGuardian which operates at the student Google Account/Chromebook level. We employ WPA2 passphrase-based Encryption/Authentication to secure wireless communications and control access to the network.

F. Digital Storage

Anytime/anywhere access to network electronic (digital) storage is provided by LPS in the form of Google Drive storage. This online storage is provided for school-related work, not personal photos, music, etc. All files stored in this online storage should be related to school work and are fully subject to the terms of the AUP.

G. **Care of Chromebook**

Students are responsible for the care of their chromebook and it is expected that all chromebooks will be returned to LPS in good working condition absent normal wear and tear. If a chromebook is returned with excessive wear and tear and or is lost / stolen the student may be held responsible for the cost of the chromebook minus depreciation

F. **Cyberbullying**

Cyberbullying is defined as the use of electronic information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, to support deliberate and

harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

LEAD Public Schools will continue to adhere to the MNPS disciplinary guidelines outlined in the MNPS Student-Parent Handbook when responding to reported instances of cyberbullying. Additionally, LEAD follows mandated reporter guidelines. Therefore, if content turned over to school staff during investigations into reported cyberbullying suggests that a student is unsafe or is being victimized in any way, all LPS employees will provide all necessary information to the authorities, be it the Department of Children's Services or the local police.

MONITORING

LPS maintains the right to limit access to electronic resources by technical or human barriers. Network administrators may review files and communications, including without limitation email and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on local computers, LPS servers, or LPS-provided internet resources will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

SANCTIONS

Violations of the LPS AUP may additionally result in disciplinary action at the building or the district/network level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.

When applicable, law enforcement agencies may be involved.

Please complete and turn in the attached form and keep the remainder of this document for your records.

ACCEPTANCE OF TECHNOLOGY AUP

Please indicate your agreement to abide by and be bound by the terms of this LEAD Public Schools Technology Acceptable Use Policy:

I (clearly print student name)_____ have read and agree to abide by this policy.

Sign (student):_____ Date:_____

Print (guardian):_____

Sign (guardian):_____ Date:_____

This document will remain in force until terminated, in writing, by the student/guardian or rescinded/superseded by LPS. Termination of this agreement will result in immediate loss of select technology privileges.