

All you need to know about returning to campus full time or keeping it moving in the Virtual Academy

Kiver Oaks Middle School





O-learning / Virtual Gomban Unitellines Norms For ALL Online LEARNING

BE ON TIME

Attendance is important! Wake up early, and log on a few minutes before class begins. Stay until the end of class.

BE IN A QUIET PLACE

Identify a space in your home that is conducive for learning. Check your surroundings. Reduce the noise in your background such as other individuals talking, TV, or music.

BE PREPARED

Make sure your computer is charged. Use headphones if possible. Have all necessary learning supplies with you.

MUTE YOURSELF

Mute yourself when your teacher or another peer is talking.

PRESENTATION

Wear appropriate clothing. Sit up straight. Make sure your camera is on and choose a background.

PARTICIPATION

Be focused. Be attentive. Be an active participant.

CHAT RESPONSIBLY

Use whatever method the teacher requires to speak. Use the chat for school related conversations only.

Speak clearly. Look up when speaking. Stay on topic (no side chats). Respond to communications from teachers/school within 24

COMMUNICATION

hours.

BE RESPECTFUL

R-E-S-P-E-C-T. Be kind. Be considerate. Communicate responsibly and kindly to others.

BE A GOOD DIGITAL CITIZEN

Report cyberbullying. Give proper credit to others' work. Protect your private information and the information of others.

BE RESPONSIBLE

Utilize your device for educational purposes only follow the Acceptable Use Policy.

PROPER ETIQUETTE

Use proper text etiquette (i.e. ALL CAPS, bold, italics, sarcasm, etc.). Things can be misinterpreted in a digital space. Help each other during group assignments. Resolve conflict peacefully.

Me Basics

School Based — F2F Learning Checklist

- ✓ Know and follow the Health and Safety Expectations:
 - Wear your mask
 - Practice social distancing
 - Wash/Sanitize hands frequently
 - o Bring personal water bottle for use during the day.
- ✓ Check the Dorchester District Two website for information on Bus Routes:

CLICK HERE

✓ Bring your device fully charged on your days you are assigned to on campus instruction

What are the times?

Virtual Academy and School Based Instruction Mon-Fri 8:30-3:00

| Period | 6 th Grade | 7 th Grade | 8 th Graae |
|------------------------|-----------------------|-----------------------|-----------------------|
| 1 st Period | 8:30 – 9:30 | 8:30 – 9:30 | 8:30 – 9:30 |
| 2 nd Period | 9:34 – 10:34 | 9:34 – 10:34 | 9:34 – 10:14 |
| 3 rd Period | 10:38 – 11:38 | 10:38 – 11:23* | 10:18 – 10:58 |
| 4 th Period | 11:42 – 12:27* | 11:27 – 12:07 | 11:02 – 12:02 |
| 5 th Period | 12:31 – 1:31 | 12:11 – 12:51 | 12:06 – 12:51* |
| 6 th Period | 1:35 – 2:15 | 12:55 – 1:55 | 12:55 – 1:55 |
| 7 th Period | 2:19 – 3:00 | 1:59 – 3:00 | 1:59 – 3:00 |



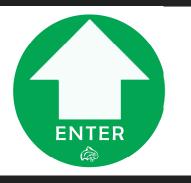
- O Students: ALL Cohort A & B ON Campus
- Plexiglass: On ALL Desks
- Lockers: Will NOT be used
- Courtyard: Will be limited after the first week back
- O Dismissal: New procedure
- Expectations: Be the best version of yourself

LOOK UM







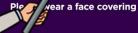


SANITIZE YOUR HANDS









Please maintain at least 6 feet of physical distancing

> Please keep your hands clean and/or sanitized



RIVER DAKS (S)



STOP THE

Help prevent the spread of respiratory diseases like COVID-19















RIVER DAKS



MAINTAIN YOUR SPACE

Only two people in the elevator at a time



Please allow priority access to those with disabilities or additional needs.



RIVER DAKS



Social Distancing Anidelines



Maintain 6 feet (about 2 arms' length) from other people whenever possible, 3' when plexiglass is used



Avoid mass gatherings in large groups such as assemblies, performances, and lunch



Fully maintain social distancing on buses whenever possible



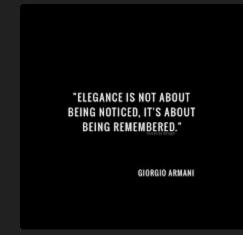
Maintain social distancing outside — including courtyard and other physical activity time













#RespectTheCode







No see-through or fish-net tops



No halter tops



No off-the-shoulder tops



No spaghetti straps



No short shirts or bare midriffs



No short shorts or skirts



No jeans with extreme distression or rips/holes



Always keep hoods down



at are



No wearing hats



No muscle shirts



No sagging



No profane/vulgar, discriminatory words/pictures or reference to drugs/alcohol/guns/weapons



Devices

The only device you can utilize while on campus is your district provided laptop.

Laptop Reminders

- ✓ Bring it charged
- ✓ Shut it down every night
- ✓ Appropriate Use
 - ✓ Its being TRACKED

Cell Phones/Smart Watches

- ✓ Out of sight
- ✓ Silence
- ✓ Duration of the day

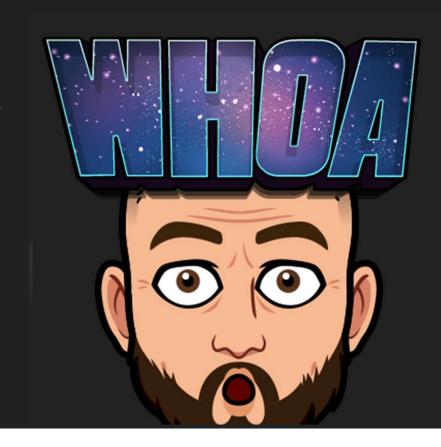


| Offense | 1st Offense | 2nd Offense | 3rd Offense |
|------------------------------|-----------------------------------|------------------------------|------------------------------|
| Phone/Smart Device Violation | | | |
| (Visible) | Loss of Phone + Parent P-Up | Loss of Phone + \$25 P. P-Up | Loss of Phone + \$25 P. P-Up |
| Phone/Smart Device Violation | | | |
| (Refusal to Hand Over) | Remaining ISS + 1 OSS + \$25 Fine | 3 Days OSS + \$25 Fine | 3 Days OSS + \$25 Fine |



School-Based students and all staff will be receiving IDs from Miss Henderson next week.

ALL staff and students are asked to wear IDs daily. If you lose your ID a new one must be purchased (\$5 fee for new ID)



Backpacks

Students were provided ROMS sling bags when devices were handed out (If you need one ASK)

This is the preferred bag to carry due to size

Students may use other bags, but you will have to carry it with you all day (No lockers)



Behavior Basics

- 1. Warning
- 2. Conference/Contact
- 3. IBD
- 4. IBD
- 5. Office Referral

IBD – Instructional-Based Detention

IBD (formerly ISS) will be available for Hybrid and Virtual

Teachers will be able to send students who are causing disruptions (virtually or school-based) out of the classroom to serve IBD (Instructional based detention) in the "IBD control room" for the remainder of that period.

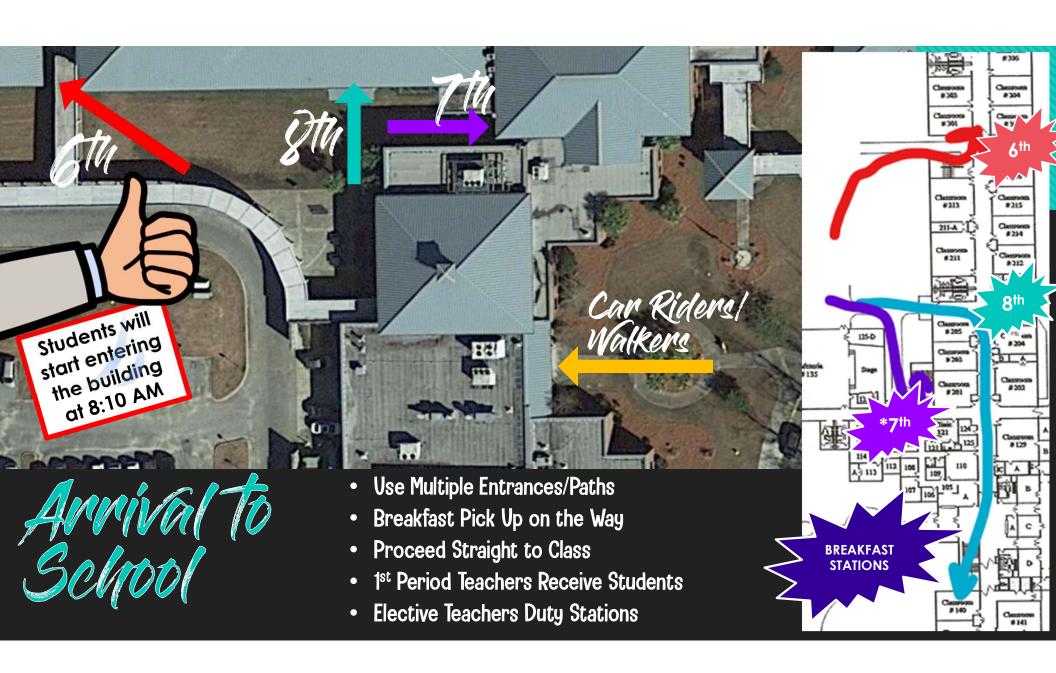
The IBD control room will be positioned centrally, upstairs, in room 421.

We want to maximize our time together! Let's utilize this time for learning.

Tardy Policy

Students are to be in their assigned classroom at the assigned time. These consequences are administered on a semester basis by class period.

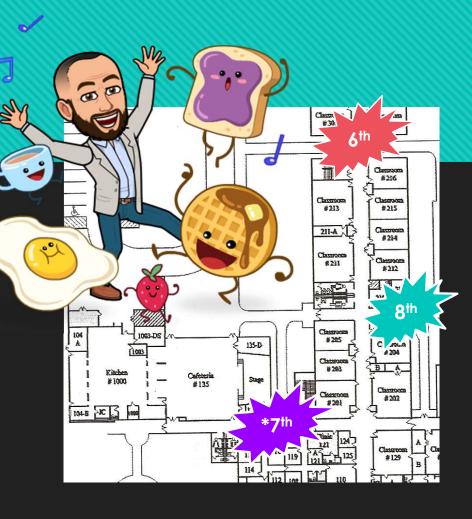
- First and Second Tardy: Warning
- Third Tardy : Minor Referral/Parent Contact
- Fourth and Fifth Tardy: Referral/IBD
- Sixth through Ninth Tardy: Referral/ISS
- Tenth through Thirteenth Tardy: Referral/OSS/Probation Contract
- Fourteenth Tardy: Referral/OSS/SCiP
- Fifteenth Tardy: Recommendation for Expulsion



Breakfast

Pick Up Locations

- Breakfast will be taken to class
- Students can eat in the class even if they arrive after 8:30
- No eating or drinking in hall
- Trash cans located throughout rooms and halls



In the Classroom



Teacher Expectations

School Expectations

Assigned Seats

Masks On

Maintain 3'
Apart

No Sharing of Materials

Appropriate Device Use

Clean Up

Stay To The RIGHT

Maintain Social Distancing





Move Straight To Your NEXT Class

Keep Noise Level To A Minimum



Sanitizing Your Desk

You will clean YOUR desk at the end of the period

Use provided paper towel

Teacher sprays desk

Student wipes desk and plexiglass

Student throws away paper towel when exiting





Lunch Procedures

- Students remain in teachers' class that occurs before the lunch period
 - Students that need a lunch will be escorted to the café to pick up
- Maintain safety procedures
 - Mask may be removed ONLY while seated and eating
- Clean up area when you are finished

Courtyard Procedures

- We will move to allowing courtyard time once we settle into full F2F instruction
- What will courtyard look like?
 - O Students MUST remain with their lunch class in a specific area
 - O No equipment can be used

U

O No devices can be taken outside

NEW Dismissal Plan



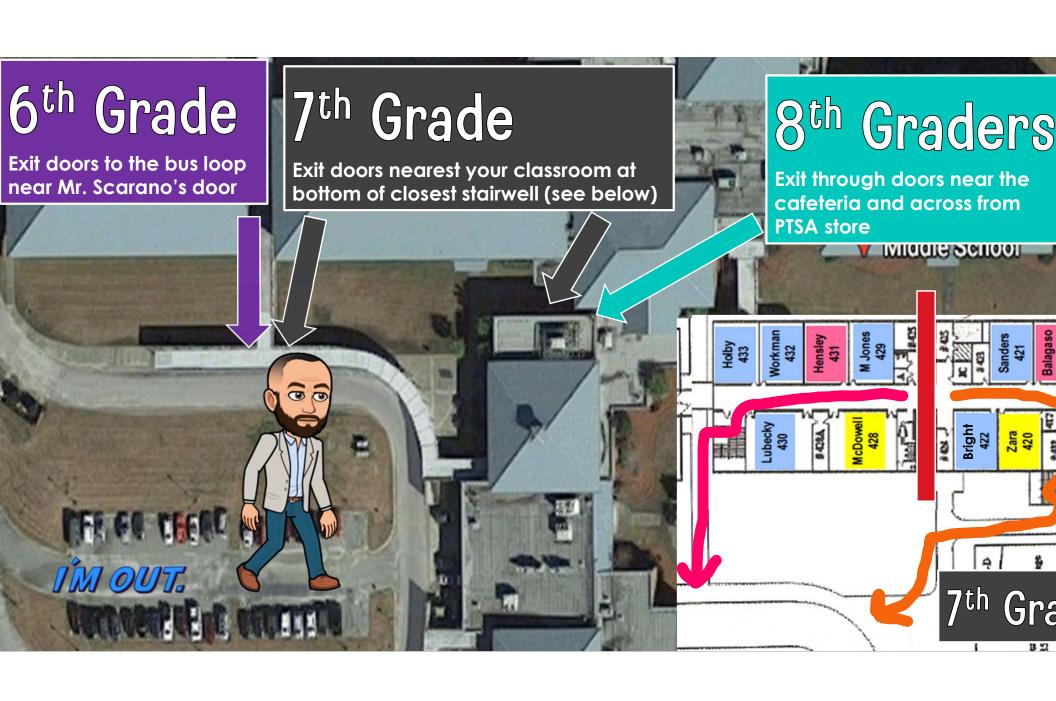
7th Period

- Teachers will make a list of students in 7th period and HOW they get home
 - O Display by the door
- Announcements will be made
 - O Students will remain IN class until called
- O Bus Numbers will be displayed on Board

Procedures

- Staggered Dismissal
 - O Car Rider/Walker (Approx. 3:00)
 - 6th and 7th Exit through Lobby
 - O 8th Exit Doors at end of 8th Grade Wing
 - O 1st Wave Buses (Approx. 3:04)
 - O Announcement made for 1St Wave
 - O 1st Wave students exit building and board buses
 - 1st Wave <u>WILL BE RELEASED</u> before 2nd Wave is called
 - O Bus Release 2 (Approx. 3:10)
 - O Bus riders exit at specific locations (See Map)

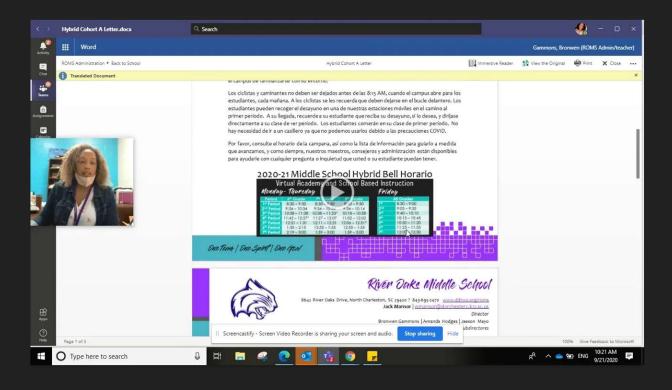




Tech Tip-Translating Documents

https://drive.google.com/file/d/18T-XhHcyMu4pWnCdqvlzaRTPWh-smsF/view





Together WE can do anything! Nothing Will Stop us!







