

# Home Learning Days for Middle School



Welcome back to a new school year! We have had a great and safe start in the school building and strive to remain so for the entire year. In the event that a class may need to quarantine at home, or if schools face quarantine closures during the flu season, we would like to practice learning from home by having Home Learning Days once every two weeks. Home Learning Days are regular, official school days, however, rather than learning in the school building students will learn from home, while teachers will teach via Google Meet from school. These Home Learning Days will continue to equip our Middle School students with the Home Learning practice they might need, so that we can be ready to easily transition to full-scale Home Learning if schools had to close. Please see the set dates for upcoming Wednesday Home Learning Days for the 1st semester. Learning is the goal!

Different from last year's Home Learning schedule, this year, students will continue their regular full day schedule, joining Google Meet for each class. The Home learning school day is from 8:10am - 2:50pm. Classes will begin at their regular scheduled time, but will run for 20 minutes each. The remainder of each class will be an optional time for extra questions, conferencing with teachers, independent work, and restroom breaks. Students are expected to attend each class on-time. Please read below for further information and expectations.

- **When:** Home Learning Days for the First Semester are the following Wednesdays: **9/16, 9/30, 10/14, 10/28, 11/11, and 12/2.**  
*These will also be printed in the Weekly Folder Calendar.*
- **Tools used:** Google Classroom and Google Meet (each student will be responsible for caring for and logging in with their own school iPad/chromebook).
- **Virtual on-line Classes:** follow the regular Wednesday class schedule, SPECIALS are also included in the regular Wednesday schedule. Students are required to attend the 1st 20 minutes of each class. Attendance will be taken. Students may use the remaining 25 minutes of each class to ask questions, begin their independent work, or take a short break before their next class.

**\*Note: students have already been using Google Classroom for each of their subjects at school this year, so they are quite familiar with its use. If students have trouble navigating any of the technology (e.g. forgotten password) they should email their teacher as soon as possible.\***

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## **EXPECTATIONS FOR HOME LEARNING DAYS:**

- Students must read, sign, return, and abide by the technology loan policy before 9/16.
- Students must have access to the internet to be able to attend classes and submit work. If the internet is not available for you, please contact your homeroom teacher- the school is trying to find ways to help families acquire internet Hotspots if needed. Internet access is crucial before Home Learning begins on 9/16.
- Mandatory, on-time attendance for every class period (see class schedule below)  
\*\*Suggestion: try log-in to each class a few minutes early\*\*
- Must stay logged into the class in session the entire time (no coming in/out).
- Must be sitting-up in a well lit area.
- Must be prepared with paper, pen, books, and any other supplies needed for each class.
- Appropriate dress (please follow out-of-uniform policy, e.g. no pajamas, etc.)
- Parents must be aware that students are on-line for classes.
- Keep microphone muted at all times, unless asked to unmute.
- Follow the instructions of the classroom teacher to ask a question or make a comment.
- Use academic and professional language (when speaking and typing).
- No eating, nor leaving the computer any time during class.
- Fully engaged, and not using any other devices (phones, games, etc.)
- Use the remainder of class time to either stay-on for extra help from the teacher, to begin any assigned work from class, or to use the restroom.
- Be sure to do a daily check of e-mails and assignments on Google Classroom.
- All assignments are expected to be completed by the student and turned in on time.

## **HOME LEARNING SCHEDULE: Wednesday schedule only- includes SPECIALS**

<b>Period</b>	<b>Time</b>	<b>6<sup>th</sup> grade</b>	<b>7<sup>th</sup> grade</b>	<b>8<sup>th</sup> grade</b>
<b>1<sup>st</sup></b>	<b>8:10-8:30 AM</b> (8:30-8:55)- questions/work/break	Health/PE	Recess/Break - no class until 9 AM -	STEM
<b>2<sup>nd</sup></b>	<b>9-9:20 AM</b> (9:20-9:45)- questions/work/break	Grammar	Science	Math
<b>3<sup>rd</sup></b>	<b>9:50- 10:10 AM</b> (10:10-10:35)-questions/work/break	Math	Grammar	Science
<b>4<sup>th</sup></b>	<b>10:40-11 AM</b> (11-11:25)- questions/work/break	Science	Math	Grammar
<b>SPECIAL or FREE</b>	<b>11:30 AM -11:55 PM</b>	FREE	Music	FREE
<b>LUNCH/ BREAK</b>	<b>12:00-12:20PM</b>	<b>LUNCH/BREAK</b>		
<b>5<sup>th</sup></b>	<b>12:25-12:45 AM</b> (12:45-1:10)- questions/work/break	Literature	Religion	Social Studies
<b>6<sup>th</sup></b>	<b>1:15-1:35 PM</b> (1:35-2 PM)-questions/work/break	Social Studies	Literature	Religion
<b>7<sup>th</sup></b>	<b>2:05-2:25 PM</b> (2:25-2:50)-questions/work/break	Religion	Social Studies	Literature

**\*\*\*After each 20 minute lesson, teachers will be available for questions and clarifications for the remaining 25 minutes of each class period. \*\*\***

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The Middle School students have been working so hard these past several weeks, and have become very skilled in working Google Classroom. We are confident that these Home Learning Days will be a smooth preparation in the case of school closures if the need arises. We certainly prefer to be in the building together, however we want to take every step we can to best prepare our students to always be able to continue learning during this time of COVID-19. Thank you for all the plans and preparations you will make to enable your child to be fully engaged and participate in Home Learning Days. WE are all in this TOGETHER and want the BEST for the students! Please feel free to contact teachers via e-mail if you have any questions or concerns.

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God bless each of you and your families!

You are in our special prayers,  
*Saint Paul Middle School Teachers*

# St. Paul Middle School

## Technology Loan Policy and Form



### Educational Purpose

Our school will be loaning each student a device which will help facilitate their participation in Home Learning Days- education through the Google Classroom platform from home. This availability of technology and online systems is intended to enhance the educational process. Students will be assigned a school owned technological device for Home Learning Purposes. Students and parents are required to read and sign this form before any school devices can be brought home.

### Responsibility

A student's use of our technology and online services is a privilege, not a right.

It is the student's responsibility to abide by these requirements.

Any damage to school loaned devices, or loss of school technology must be paid for (in repairs) or reimbursed by the student. The student is responsible for returning the device and charger which was loaned to them when they return to the school building, and finally at the end of the school year.

The student is responsible for following each item on this policy when using school loaned technology inside and outside of the school building. **This policy applies to school-owned technology whether it is used at home, or outside of school.**

### Content Management

Along with a wealth of information resources, the Internet and its subsystems also provide the availability of material that may not be of educational value, or may not be appropriate in a school setting. Our administration has taken, and will continue to take, precautions to restrict access to information that it deems inappropriate for a school/Home Learning setting. Additionally, student Internet use in our school will be a supervised activity.

### Acceptable Student Use

All users are expected to abide by general rules and network etiquette. These include, but are not limited to the following:

1. *School-loaned technology must only be used for Home Learning purposes.* School devices, even when brought home, must not be used for personal, or any non-school assigned/related purposes.
2. Be respectful of others in all communications. The use of inappropriate language, including vulgarities, profanities, obscenities, harassment, racial slurs, etc., will not be tolerated.
3. Do not reveal your identity, address, phone number, or other personal information. Do not reveal the identity or personal information of anyone else.
4. Comply with all federal, state, and local laws and regulations. The transmission or receipt of any material in violation of these laws and regulations is prohibited. This includes, but is not limited to:
  - a) Deliberate violation of copyright or other use of another person's intellectual property without his prior written approval and/or giving proper acknowledgements.
  - b) Accessing material that advocates violence or discrimination, such as hate literature.
  - c) Activities that are disruptive to our technology, systems, or services.
  - d) Accessing and or transmission of obscene or mature material.
  - e) Attempts to access or enter areas of restricted information.
5. Student e-mail should only be used for school related or school assigned purposes. Accessing third-party e-mail accounts, is prohibited—unless part of an assigned, in- class activity.
6. On-line chat is prohibited.
7. The use of YouTube is prohibited—unless part of an assigned, in-class activity.
8. Downloading programs or files, including music, video, or games—unless they are part of an assigned, in-class activity—is prohibited.
9. Instant Messaging (IM) is prohibited.
10. The use of proxy systems to bypass security settings is prohibited.

### Privacy/Security

1. Never share your logon name or password with anyone.
2. Never leave your user account open and unattended.
3. Do not attempt to logon to our systems using an alias or any other logon except the one assigned to you by our system administrator.

