

**Tuloso-Midway**  
**Academic Career Center**  
**Distance Learning Handbook**  
**2020-2021**



**7601 Leopard**  
**Corpus Christi, TX 78410**  
**361-903-6450**

*The teachers, staff, and administration of the Tuloso-Midway Academic Career Center believe it is our mission to provide self paced, accelerated, quality education to students who are at-risk of not graduating with their high school class. Students will be treated with dignity and respect and will leave our school with the necessary knowledge and skills to obtain a respectable job or pursue post-secondary education or military service.*

***Melodie McClarren, Principal***

*Assistant Principal:*

Iris Chapa

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## Section 1: Student Expectations

### Technology & Equipment:

Students/parents will quickly communicate with school about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments. Students must have access to the TM student email, Google Suite & Zoom. Both Chromebooks and Macbooks are used at Tuloso-Midway Academic Career Center, so students have familiarity with them. Students need access to a microphone and camera on their device, and we recommend that a phone is NOT the form used for online learning. You must also have dependable wireless connection, and Google Chrome as a browser.

Tech equipment is available for check out through the TMACC at 361-903-6450. Tech equipment is limited.

### Communication:

All students will communicate using TM student email, Remind, or via phone with their teachers when there are questions. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. **If technology is the issue, then students or parents must call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined.**

### Distance Learning School Schedule:

8:00- 9:00 A.M.	TEACHER CONFERENCES
1ST PERIOD	9:10 – 9:55
2ND PERIOD	9:55 - 10:40
3RD PERIOD	10:40 - 11:25
4TH PERIOD	11:35- 12:20
LUNCH	
5TH PERIOD	12:50 - 1:35
6TH PERIOD	1:35- 2:20
2:30 - 4:00	TEACHER CONFERENCE/TUTORIALS/PARENT CONFERENCE

### **Class participation:**

1. You are expected to participate via Zoom on a daily basis.
2. You are expected to read all of the material provided.
3. You are expected to use the links provided in order to complete items that are assigned.
4. It is very important to understand that online work is just as important as in-person work.
5. Students should utilize links set up by teachers to ask questions during Zoom Meetings.
6. Log in to Google Classroom each day to check for assignments, items posted to the stream, or to interact with peers.
7. It is expected that students keep interactions online positive and constructive.

Students are to bring any textbooks home that will be needed to complete their online work as well as their notes and other work that will be completed during their distance learning days. Students caught plagiarizing online material (copy and paste from another website) will have earned a zero for the assignment.

### **Section 2: Staff Expectations**

#### **Syllabus Creation:**

In this distance learning classroom situation, we need to create a syllabus that is clear to families and students on what the expectations are for online learning. Teachers will provide a class syllabus for the course a grading period at a time.

#### **Class Structure:**

Teachers will provide instruction via Zoom. Teachers and students will be expected to utilize Zoom to its fullest. Teachers will post instructional resources, lessons, and more through Google Classroom. Students will be required to submit all assignments through Google Classroom.

#### **Communication:**

Teachers will post their conference periods (8:00 -9:00 am & 2:30- 3:30 pm) on their Google Classroom. Teachers will be available via email at that time as well. Questions asked from students online should be responded to within 24 hours or the following school day.

### **Section 3: Attendance**

#### **Attendance & Engagement:**

Students are expected to participate in online school as often as you participate in face-to-face school. This means you must log in daily, and complete any check-ins, assignments, reading etc. by the time frame given by your teacher. Tuloso-Midway Academic Career Center will

continue to check daily attendance. Participation in Zoom meetings is vital for student learning. ***The Texas Education Agency has stated that truancy laws will apply to students who fail to attend school whether it be on-campus or remotely.***

#### **Section 4: Grading**

Online assignments and material are given the same weight as they would during your face-to-face instruction. Often, you will see that homework and reading will be assigned during your online time. It is very important to complete all assignments/reading in your classes. Graded assignments will remain numeric. Students will receive authentic grades reflecting mastery on assignments. Opportunities for retest/reteach will be provided.

#### **Section 5: Testing**

##### Online Testing:

Tuloso Midway Academic Career Center offers Test Outs for students in need of credit recovery. Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that you will have resources available during a test, and will create tests and quizzes that will continue to challenge you.

Ensure that you have ample time to complete your test out when you start online, you may not be able to start over once you have begun a test out. Read all of the directions as you would a regular test, so you understand what you are being asked to do. If you pass the test out- you are awarded credit recovery.

If there are technical difficulties take a screenshot of the problem (make sure you know how to do this on your particular computer before starting) so you can notify the teacher immediately.

Double check that you have completed ALL of the items before submitting, as you may only be able to submit once. Please let the teacher know if you are having problems. We will work with you to ensure a successful experience.

#### **Section 6: Zoom Etiquette & Guidelines**

Zoom meetings are a way for students to interact with their teacher while distance learning. These meetings are set up for specific times and a link will be available through Google Classroom. Please follow the TMAcc Distance Learning Schedule.

In order to participate, you click the link provided by the teacher, and then click "Join" it will not allow a student to join unless the teacher has actually started the meet. Students can keep microphones on mute unless they have questions or comments. If a student has the ability to

use a camera, we ask that they do so in order to know that it is the student who has actually signed in.

**TMACC Zoom Guidelines:**

- 1. Students must join the Zoom at least 5 minutes early.**
- 2. Clothing and environment are to be appropriate.**
- 3. Keep your video on.**
- 4. Remain muted.**
- 5. Limit movement.**
- 6. Stay attentive throughout the duration of the class.**