



Tuloso-Midway Middle School



Remote Learning Handbook 2020-2021



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*The Mission of Tuloso-Midway Independent School District
is to educate every student to be a lifelong learner, a person
of integrity, and a positive contributor to society.*

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Section 1: Student Expectations

Technology & Equipment:

Students/parents will communicate with school in a timely manner regarding technology and internet needs. Students who have indicated they have what they need to complete online work, will be held to due dates at the discretion of their teachers. Students not submitting class work on time may earn failing grades. For remote learning success, students must have access to TM student email, Google Chrome browser to access the Google Suite, and Zoom. Students will need a device, other than a cellular phone, that is equipped with a microphone and camera and a reliable internet connection.

Limited tech equipment will be available for check-out through the school district. For more information, visit the district’s webpage and click on “Remote Learning Support.” Families borrowing equipment must care for devices and return them upon returning to school.

Communication:

Students are expected to communicate with teachers via phone calls, Zoom meetings, TM student email, or Remind. Communication will be key to academic success. If a student fails to complete an assignment and there was no communication indicating they were struggling, then the student shall earn a failing grade for the assignment. If technological issues arise that prevent students from missing due dates, it is the responsibility of the student and/or parents to inform teachers so a new deadline may be determined at the discretion of the teacher.

Remote Learning Class Schedule:

TMMS Remote Learning School Schedule						
Time/ Day	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00-9:00	Homework Help/ Independent Rdg.	Homework Help/ Independent Rdg.	Homework Help/ Independent Rdg.	Homework Help/ Independent Rdg.	Homework Help/ Independent Rdg. (Wks. 1,3,5) (Wks. 2,4,6)	
9:00-10:30	1 st Period	5 th Period	1 st Period	5 th Period	1 st Period (Maroon)	5 th Period (Gold)
10:40-12:10	2 nd Period Homeroom	6 th Period	2 nd Period Homeroom	6 th Period	2 nd Period (Maroon)	6 th Period (Gold)
12:10-12:40	<i>Counseling Sessions Lunch</i>					
12:45-2:15	3 rd Period	7 th Period	3 rd Period	7 th Period	3 rd Period (Maroon)	7 th Period (Gold)
2:25-3:55	4 th Period	Open Counseling Sessions	4 th Period	Open Counseling Sessions	4 th Period (Maroon)	Counseling Session (Gold)

Teachers will provide instruction via Zoom.

Zoom Meeting details will be available via Google Classroom.

Class participation:

1. Students are expected to participate via Zoom on a daily basis.
2. Students are expected to read all material assigned.
3. Students are expected to utilize the teacher selected platform or website to complete assignments.
4. Online assignments will be completed with as much thought and effort as if the student were in class.
5. During a Zoom Meeting, students should utilize the Zoom chat feature only to ask questions or discuss things pertinent to the lesson.
6. Students are expected to log in to Google Classroom each day to check for assignments or announcements posted to the stream.
7. It is expected that students keep online interactions positive and constructive.

Section 2: Class Procedures

Class Structure:

Teachers will provide instruction via Zoom. Attending live sessions is important to student success as students may interact with teachers in real-time if questions should arise. While Zoom will be used to deliver instruction, teachers will post instructional resources, lessons, assignments, and more through Google Classroom. Students will be required to submit all assignments through Google Classroom.

Syllabus Creation:

Having a class syllabus that clearly defines expectations of students will be vital for student success while remote learning. Teachers will provide a class syllabus that outlines rules and expectations, course material and websites that will be utilized, course schedule/calendar, and grading guidelines. Syllabi will be provided for one grading period at a time.

Communication:

Teachers will post their conference period on their Google Classroom and on their syllabus. During that conference period teachers will be available via Zoom for live feedback. Teachers may be emailed at any time a question arises. Emailed responses should be expected within 24 hours.

Section 3: Attendance

Attendance & Engagement:

Students are required to participate in remote learning daily. This means students must log in daily, at their assigned class time and stay throughout the entire lesson in order to be counted present. Tulosso-Midway Middle School will continue to check attendance daily. 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 materials are given the same weight as they would during face-to-face instruction. Often, homework and reading will be assigned during your online time. It is very important to complete all assignments/reading for your classes. Graded assignments will remain numeric. Students will receive authentic grades reflecting mastery on assignments. Opportunities for reteach/retest will be provided.

Adhering to due dates will be important during remote learning. Student assignments submitted after the due date will be marked as late in the gradebook.

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment or partial credit as determined by the teacher (both/all students involved). Students caught plagiarizing material will earn a zero or partial credit as determined by the teacher for those assignments.

Tulosso-Midway Middle School will follow a grading policy as close to the policy in place before the spring 2020 school closure. Each six weeks, assignments will include a minimum of two major grades (65% weight) and six minor grades (35% weight).

Section 5: Testing

Online Testing:

Teachers may choose a variety of formats to test students during remote learning. They may also use Google Forms to do online testing which has an option to lock screens while test taking. Teachers have taken into consideration that students will have resources available during a test and thus will create tests and quizzes that are challenging and demonstrate mastery of the skill being assessed.

When testing, ensure that you have ample time to complete your test. You may not be able to start over once you have begun a test. Read all of the directions as you would a regular test, so you understand what you are being asked to do.

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) and notify the teacher immediately.

Double check that ALL items have been completed before submitting any assignment, as you may only be able to submit once.

Section 6: Zoom Etiquette & Guidelines

Zoom meetings are a way for students to receive instruction and 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 TMMS Remote Learning Schedule.

It is strongly recommended that students create a Zoom account with the student's name. In order to reduce the chances of "Zoom bombing," teachers have been directed to create private meetings in which users must use a password to enter and are held in a "Waiting Room" until access is granted. To help make this process easier, students should have a Zoom account that displays their name when joining Zoom so teachers know who is being allowed to join their meeting. In order to participate, you click the link provided by the teacher and then click "Join." It will not allow a student to join until the teacher has actually started the meet. It is recommended that students start the login process five minutes prior to the beginning of class so instruction can start on time. We ask that students keep cameras turned on and microphones on mute during class.

Due to the need to minimize distractions, we ask that all students, in grades 6 - 12, use a live or virtual background that is free and clear of all images, while participating in remote instruction classrooms.

TMMS Student Zoom Guidelines:

1. Students must abide by the school's acceptable use policy signed each year.
2. Students must have school appropriate dress at all times.
3. Use professional and polite language during a Zoom meeting.
4. Attempt to keep all background noise and distractions to a minimum. Mute your microphone when the teacher is teaching, and use the chat feature for questions or comments.
5. Promptly exit the meeting when it is over. The teacher is the first one on and the last one off the meeting.
6. Actively participate during class and give your best effort.
7. All students need to use a live or virtual background free and clear of all images.

