**CMIT North Bell Schedules During Distance Learning** - Valid until January 31st, 2021

Please note that the following information is valid until January 31st, 2021 and **may** change February 1st, 2021, based on changing conditions in the Covid-19 pandemic. We will know well in advance, by mid-December, should that be the case.

Your student will begin distance learning on **Monday,** **August 31st, 2020**. The first day will be an A day. Please look at your child’s schedule issued by August 25th, 2020 and make sure they understand which class they will attend first, that first day. Make sure they know all the google codes needed for entry to their classes.

Student Schedules will be available on SchoolMAX starting **August 21st, 2020.**

Entry codes to Google classrooms will be emailed by instructors prior to **August 25th**.

**Instructional Day**

The following information is generic and outlines the A/B daily schedule structure. Expectations for learning follow A/B schedule information.



* Students will be expected to sign into their class **promptly** at **8:00 am**. Students more than 10 minutes late may not be admitted to class, at the discretion of the instructor. Any materials missed by the student during this time will be the responsibility of the student to make up.
* Students are expected to use the Chrome book assigned to them for instruction. Students using other devices such as cellphones, game devices, tablets will not have the ability to interact in writing in a timely way and this could result in a loss of points for written short answer graded activities. It is always a best practice to use a device with a keyboard during distance learning. **Across the nation there has been a high demand for electronic devices, which has resulted in a delay of our receiving.  If in fact you currently have a device that could be used, I would appreciate you picking up additional devices around September 21, 2020.  We anticipate that additional devices will be received at or before that time.  Your understanding is greatly appreciated.**
* Students are expected to keep the technology assigned them in good condition. However, if a child breaks or has a malfunctioning Chromebook please locate the help link on the CMIT North MS website to create a ticket.
* Students are expected to be seated at a desk or table upon signing in. A student in bed, on a sofa or on a floor with their device during instruction time does not speak to engagement and learning. Students need structure to be engaged in learning. Structure should start from where they are learning with creating a learning environment conducive to learning with minimize distractions.
* Poor student behavior that is disruptive to distance learning will not be tolerated. Disruptive behavior includes incessant talking over the teacher during direct instruction, talking/chatting to peers discussing non instructional topics, using drawing features on screen when not instructed to do so, posing as another student to create a disruption. Instances of disruptive behavior will result in an email home. Continued instances can result in a parent/teacher meeting or a temporary removal from the distance learning environment.
* Students are expected to make sure they are signed in through the google form upon entering a classroom so that their attendance is recorded.
* Students will be expected to hand work in on time. Late work will only be accepted when accompanied by a written explanation by the parent, and at the teacher’s discretion. Multiple instances of lateness will result in non-acceptance of the latest piece(s) of work.

**Absences**

* Absences will be treated as if we were physically in school. If a child is sick or needs medical care, a signed note from the parent must be sent to our school secretary. At your discretion, you may include any notes from doctors if available and supportive of absence. Students will have the opportunity to make up work should a legal absence occur. Made up work should be given to the teacher within the following A or B day cycle for a single day out. For multiple days out the student will have a time equal to the number of days out to make up the work. It is the student’s responsibility to find out what materials they missed, including work.
* Late Entry/Early Dismissal - If a child has a doctor or dentist appointment and will not be in attendance for a portion of the day, as for an absence a note must be provided to the school secretary. Additionally, please notify the teacher, in advance, so they are aware. The child will have the opportunity to make up the work within the following A or B day cycle. It is the student’s responsibility to find out what materials they missed, including work.
* Deaths in Family - As per established PGCPS protocol it is understood that in the unfortunate circumstance of a death in the family a student will be absent for a period. Please provide notification in the way of a note to the secretary so that the school is aware of the absence. Include the number of days you anticipate the student to be absent. Students will have the opportunity to make up work in these situations. It is the student’s responsibility to find out what materials they missed, including work.

**Grading**

Grading and reporting policies will be applied consistently for virtual learners. Consistent with grading policies before COVID, students will receive letter or numerical grades on specific assignments according to the grading policy.

Teachers may collect student work via a variety of resources and apply under three categories in the gradebook - Assessment, Classwork and Homework. **Corresponding weight for each assignment will be communicated on each teacher’s syllabus** when school begins in the fall. Students should submit assignments as determined by their teachers to earn credit.

A **minimum** of two grades per week will be entered for each student, for each course in which they are enrolled. Teachers will ensure a balanced gradebook with the number of assignments in each category (homework, classwork, assessment) about the same.

**Uniform Policy**

The CMIT uniform policy has temporarily been suspended. However, as stated above, the expectation is that students should dress as they would to go to school. Please make sure your student continues to follow the PGCPS policy for school attire. Shirt and pants/for boys, shirt/blouse, pants/skirts for girls. Please restrict clothing that has references to drugs/alcohol, profanity or might be considered offensive. This decision was based on our experience from the spring, expert advice on maintaining a learning environment, and PGCPS dress code policy.

* It gives students structure to get up and get dressed for school.
* It sets a standard for expectation that will help them achieve.
* It makes the experience all more real for them.
* It gives the students a unified experience and thus creates a culture for learning.

Students showing up in the pajamas, boys without shirts, or in any other manner of dress that is inappropriate says they are not ready for learning or not taking the learning experience seriously. We do not want our students to fall behind others. We want them to achieve and succeed despite of the circumstances. If we do that, we have truly served them as teachers and parents.

**Teacher Correspondence**

Should a teacher need to contact a parent the primary source of correspondence will be email. General information about classes and virtual class events will be communicated by teachers through the newsletter or email blast.

Should a parent need to contact a teacher please be mindful that, as per PGCPS policy, teachers have 2 business days to respond. If a response is not forthcoming within a reasonable time after 2 business days, please feel free to contact the grade level administrator for your child’s grade level.

6th Grade - Ms. Jessica Linnenkamp - jlash@cmitacademy.org

7th,8th Grade - Mr. Jim Screven – jscreven@cmitacademy.org

**Special Education/504 and Related Services**

Section 504: Students with 504 plans will continue to receive accommodations in

accordance with their 504 plans. 504 meetings will be scheduled and held virtually with

parent permission to ensure all documents are updated to support the new learning

model for the 2020-2021 school year.

Special Education: Special Education teachers will continue to service students based on

Individualized Education Plans (IEPS) accommodations. The following are

considerations for students with disabilities:

* Co-taught classrooms will maintain a 50% general education and special

education split to meet State Least Restrictive Environment (LREA).

* Academic Resource and reading enrichment courses will be scheduled to

accommodate students with disabilities. This can be done during class “pull-out”

sessions (in person or virtual) or during intervention time.

* IEP meetings will be scheduled and held virtually with parent permission in

accordance with the Individuals with Disabilities Education ACT (IDEA)

timelines and procedures.

* Cognitive, education or related services assessments and evaluations will be

scheduled and conducted by appointment only during distance learning. During

the hybrid model, assessments will be conducted face-to-face with students.

* Related and support services (speech and language, vision, occupational therapy,

physical therapy, etc.) will be provided through push-in and pull-out sessions

(virtually and/or face-to-face) throughout the week in accordance with a

student’s IEP.

* Related services providers will provide services with the same frequency as

indicated in the IEP to the extent possible as part of the online distance learning

structure. When minimum direct services are not reasonably appropriate,

consultation will be available at a minimum with the same frequency as indicated

for direct services.

* Related services providers will provide consultative indirect services to parents

and teachers as indicated in a student’s IEP.

* If direct services cannot be provided during distance learning, then

Individualized Education Program (IEP) teams will convene IEP meetings to

discuss the educational impact of any services(s) not provided once school

reopens with face-to-face instruction. If the IEP team determines that there is an

education impact, then recovery services will be discussed with the parent.

* Counseling services will be provided to students as documented in IEPs. Parent

permission will be required to provide counseling services in an online

environment.

* All Special Education programs will follow the alphabetical assignment by last

name in order to comply with a 50% reduction of class size.

If you feel that services are not being correctly provided to your child by staff, please notify the following representatives upon discovery. To help us resolve the issue, please provide any evidence within the body or attached to email.

Ms. Dennis-Fuller Special Education Chair- wdennis-fuller@cmitacademy.org

Mr. James Screven Assistant Principal/504 Facilitator - jscreven@cmitacademy.org

**Sporting/Social Events**

Until further notice sporting teams and other social events have been suspended due to the Covid-19 pandemic. Should that change in the spring, parents will be notified through email and the newsletter.