



## *Middle School*

### *Remote Learning Instructions*

Mindful that students learning at home will not have the opportunity to *connect* with everything that happens within the classroom, our faculty and administrators are committed to providing effective instruction for those participating *at home*. Please understand that we will begin the school year with the remote learning solutions currently defined. As we “live in” the process over the coming weeks, we will further refine it to meet the needs of students, teachers and families. This fluid situation demands a fluid solution and we appreciate your flexibility as we learn and adjust in the weeks ahead.

#### *Goals for Students Learning at Home*

- Daily *connection* to *on campus* classes, teachers and peers
- LIVE (Synchronous) instruction
- Provide students a “virtual” seat in their *on campus* classroom
- Engagement/interaction facilitated by the Classroom Teachers

#### *Framework*

This plan has been developed to meet the needs and abilities of Middle School students learning *at home*. The developmental age, focus and ability of these students allows them to participate effectively online. The Middle School team is committed to providing effective instruction for students learning *at home*.

**Participation in *at home* learning for students in Middle School requires regular parent support and participation.**

#### *Technology*

School-issued Chromebooks for students K-8 will be available for distribution within a couple of weeks. In the meantime, please connect daily using a personal device available in your home. The success of your student is contingent upon having access to one of the following devices to begin the school year:

- Laptop or Desktop Computer
- Chromebook
- Tablet

To ensure full access to the CCS learning platform, please ensure the device has access to the **Google Suite apps** including *Google Classroom*, *Google Drive*, *Google Docs*, *Google Sheets*, *Google Meet*, and *Google Email (Grades 6-12 Only)*.

- **Laptop/Desktop Computer Users:** Please install the Chrome browser to access the necessary apps (click [here](#) to install).
- **Chromebook Users:** Your child will simply log in.
- **Tablet Users:** Please install the aforementioned Google apps separately.
- Work on a device with a keyboard, if possible

We are grateful that most of our Carmel Christian families have temporary access to one of these devices. If you do not have a device available for your Middle School student(s), please email [techcheckout@carmelchristian.org](mailto:techcheckout@carmelchristian.org). We have a limited number of dated Chromebooks available to lend out until the new Chromebooks arrive. Please submit **ONE EMAIL** per family.

You will be notified when the school-issued Chromebooks are available, including distribution instructions and training opportunities.

## *Material Pick Up*

Middle School Students will be able to access most materials in *Google Classroom*. If the student requires a text book or other materials, please contact Diana Young ([youngd@carmelchristian](mailto:youngd@carmelchristian)) and she will assist you.

## *Work Environment*

- Establishing a good work space is vital for student success and engagement.
- Students should be in an appropriate workspace (not on their bed, not at the beach, etc.).
- Minimize distractions
- Provide appropriate tools for success:
  - Headphones
  - Mouse to navigate on device
  - Grade-level supplies (on Supply List)

## *Daily Schedule*

- Students learning *at home* during the *Cougars on Campus* mode will follow the normal A/B schedule for the full school day (8:00 am - 3:15 pm).
- Students should access the *Google Classroom* for each class to find assignments and *Google Meet* links. Middle School teachers will provide a “virtual classroom” link.
- Students will join the *Google Meet* at the beginning of each class for LIVE (synchronous) instruction.
- To access the *Google Meet*, students should go to the *Google Classroom* for that class and click on the *Google Meet* link in the banner of the class. Then click "join now."
- The Weekly A/B Schedule follows this structure:  
**A Days - Mondays & Wednesdays**

## B Days - Tuesdays & Fridays

**Thursday** is Chapel Day and rotates weekly on the A/B schedule. Thursday class times also differ due to the addition of Chapel into the daily schedule.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
<b>A Day</b> Unless otherwise stated.	<b>B Day</b> Unless otherwise stated.	<b>A Day</b> Unless otherwise stated.	Follows chapel schedule and alternates A/B Days. Find <u><a href="#">the calendar here</a></u> .	<b>B Day</b> Unless otherwise stated.

- **Chapel:** Students learning *at home* may join us LIVE on Thursdays for Chapel using this *Google Meet* link: **Middle School** (12:10-1:00): <https://meet.google.com/yso-anjm-qng>

## Attendance

- Students are responsible for logging in to the appropriate class at the appropriate time.
- Attendance will be taken as if the student is attending class *on campus*.
- If the class is not in the *Google Meet* when you arrive, please wait (they will join soon).

## Dress Code

Students will follow CCS Dress Code as if they were attending class *on campus*.

## LIVE Instruction

- LIVE instruction is intended for **student** participation. Your student learning *at home* will have a “virtual” seat in their *on campus* classroom.
- CCS Classroom Teachers will conduct class in a *normal* fashion. At times the classroom environment requires extra attention for certain students or situations. By choosing this method of instruction, parents agree to uphold confidentiality and discretion regarding such situations to complement the CCS Parent *Statement of Support*.
- **Reproduction of LIVE sessions is prohibited.** By choosing this method of instruction, parents and students agree that they will not save, record, share or post school instructional sessions or any photos or audio recordings from such sessions.
- Classroom Teachers **will not record** LIVE instruction.
- Students should join each *Google Meet* with their **camera turned on** and their **microphone turned off**. If they wish to ask a question, they may unmute themselves and ask at an appropriate time, as if they were physically in class.
- The teacher will deliver class instruction and engage students *at home* in additional activities, as feasible.
- Students will log out of the *Google Meet* (to work on an assignment or task) when the teacher finishes with instruction. This flow will be managed at the time and discretion of each Classroom Teacher.

## *Student Support*

- Students should advocate for their own learning and be responsible to connect with their peers or teachers for clarifying questions.
- When operating in the *Cougars on Campus* mode, teachers will not offer "office hours" during the school day. Students should email teachers to request additional support, if needed.
- Students eligible for school-based accommodations (based upon formal documentation) may contact Pathways for an Individual Accommodation Plan.

## *Grades/Report Cards*

- Assessments for students learning *at home* may be administered differently at times.
- For those learning *at home* for an extended period of time, report cards will designate that grades reflect an extended period of remote learning.

## *Physical Education*

As long as we are operating in the *Cougars on Campus* mode, students learning *at home* will not log in for LIVE instruction for PE classes. They will receive assignments in the *Google Classroom* for that class, requiring parent verification of completion.

## *Return to Campus Notification Plan*

**If your student is returning to campus after a short-term illness or quarantine**, please contact the school nurse ([nurse@carmelchristian.org](mailto:nurse@carmelchristian.org)) to coordinate return.

**If your student is returning to campus after an extended period of learning *at home*** (longer than 2 weeks), please contact Principal Dan Corrigan ([corrigan@cmelchristian.org](mailto:corrigan@cmelchristian.org)) **at least 1 week prior to returning** to allow your teachers to prepare appropriately.