

Middle School Online Learning Overview & Expectations

This document outlines how our Middle School will conduct Online Learning.

Synchronous or **Live** learning is a real-time interaction with students and teachers. Synchronous learning is an opportunity for students to participate in engagements with their teachers and classmates at a scheduled time. **Asynchronous** learning does not require participants, teachers and fellow students to be online at the same time.

The clear goal for online learning is analogous to the students' experiences on typical days at school: to interact, to engage, to grow and, ultimately, to learn.

Overall Student Conduct Expectations

- Students are expected to abide by the Columbus Academy's Middle School Handbook.
- Students are to wear collared shirts, crewneck sweatshirts or sweaters. Dress code pants or skirts/skorts are not required. Students' dress is expected to be neat, clean and covered when meeting a teacher and/or their classmates.
- Check email messages regularly and monitor Google Classroom sites for instructions from their teachers.
- Establish a private workspace for classes by:
 - Limiting background noise that can be distracting to the instructor and/or classmates. Headphones are permitted to establish privacy.
 - Working in an environment with good lighting so that you can be seen clearly by the instructor and your classmates.
 - Avoiding working in spaces that have distracting or inappropriate backgrounds and content.

Online Behavior Expectations

Here are some tips for students when engaged in synchronous classes:

- **Be on time.** Students are expected to join the video call at the expected time.
- **Workspace.** Have a designated work space that is
- **Mute your microphone.** If you aren't speaking, please mute your mic. This will help limit background noise and feedback.
- **Do not use the chat feature unless given permission by the teacher.** The chat feature on Google Meet or Zoom should not be used unless a teacher gives you permission to do so. Keep in mind that class sessions may or may not be recorded by the teacher.

- **Step back. Step Forward.** Take time to listen as well as contribute to class discussions.
- **Phones are not permitted during class in Middle School.**
- **Wait for your teacher to call your name before providing a response.** This will prevent too many voices from talking at once.

We expect all middle school students to adhere to the [Acceptable Use Policy](#). Students and parents will review the policy as part of our online learning starting Monday. Teachers and/or administrators will be contacting families if they become aware that students are not adhering to appropriate online behavior.

Here are a few violations of the Acceptable Use Policy:

- sending or displaying offensive materials or pictures
- using obscene language
- harassing, insulting, threatening or attacking others
- purposely damaging school-issued devices
- reconfiguring the school-issued device for personal use, including logging in to any personal accounts not related to school work
- accessing personal email from a school-issued device
- communicating using the school's email for anything not related to school

Role of Parents and Guardians

Please support your children by:

- Emailing MS Assistant Nicola Jackson at jacksonn@columbusacademy.org if your child or children are not able to participate in school, class or classes on a given day.
- Checking in with them about their schedule and the assessments or activities they are working on.
- Support emotional balance by providing ample room and time for reflection, physical activity, conversation and play.
- Reminding them to email their teachers and/or MS Counselor Shekyra DeCree if they (or you) have questions or if extra help and support is needed.
- Emailing Shaka Arnold, Susan Carter or Nicola Jackson at any time with any questions or concerns.