

# Tuloso-Midway Intermediate School Distance Learning Handbook 2020-2021



**Intermediate School**  
1921 Overland Trail  
Corpus Christi, TX 78410  
School Number: (361) 903-6550

***David Calk, Intermediate School Principal***

*Assistant Principals:*

*George Lerma*

*Christina Trevino*

*Tuloso-Midway Elementary Schools creates safe, secure campuses able to educate and develop every student into a highly educated, successful, well-adjusted, productive citizen through the implementation of both research based and curriculum based instruction satisfying the rigorous expectations of Tuloso-Midway Independent School District.*

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## Section 1: Student Learning

### Technology & Equipment:

Parents should 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 Google Suite & Zoom. 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.

Please visit [www.tmsd.us](http://www.tmsd.us) to request remote learning support. Tech equipment is limited.

### Communication:

Parents should maintain communication with your child's teacher by phone, email messages, REMIND and/or online meetings to create a learning partnership. Parents should assist in supporting your child's needs by establishing and managing the daily schedule communicated by the teacher. Students are to complete their online work as well as their assignments to complete offline. If additional support is needed, students have opportunities for assistance from the teacher and support staff. Please communicate any concerns with your student's teacher.

### Grades 3-5 Distance Learning School Schedule:

The following schedule is an example of our distance learning schedule. Teachers are contacting parents to provide clarification about their specific schedules and answer any questions about our distance learning plan.

Time	Teacher A	Teacher B	Teacher C
8:00 - 9:00	Teacher Conference - Plan & Prep Time		
9:00 - 9:55	W.I.N.		
10:00 - 10:45	ELAR	3 <sup>rd</sup> & 4 <sup>th</sup> - Writing 5 <sup>th</sup> - Science	Math
10:50 - 11:35	3 <sup>rd</sup> & 4 <sup>th</sup> - Writing 5 <sup>th</sup> - Science	Math	ELAR
11:40 - 12:25	Math	ELAR	3 <sup>rd</sup> & 4 <sup>th</sup> - Writing 5 <sup>th</sup> - Science
12:20 - 12:50	Lunch		
1:00 - 1:50	Teacher Assigned Work		<b>Friday</b>  ½ Day Professional Development
1:50 - 2:50	Student Support Time - Open ZOOM time		
2:50 - 4:00	<u>Monday/Wednesday</u> Parent Contact Time <u>Tuesday/Thursday</u> Parent Evening Parent Contact		
6:00 - 7:00			

### Class participation:

1. Students are expected to follow the schedule communicated by their teacher to attend class daily during online learning times and complete activities assigned. Students are expected to use the links provided in order to complete items that are assigned.
2. Log in to Google Classroom each day to attend class.
3. It is very important to understand that online work is just as important as in-person work.
4. Students should utilize links set up by teachers to ask questions and receive additional support during Zoom Open Learning times.
5. Students should participate in live instruction using proper etiquette.

## **Section 2: Expectations**

### Instruction:

In this distance learning classroom situation, instruction is designed to be clear to families and students on what the expectations are for online learning. Teachers will provide a schedule of learning and inform parents and students of assignments and due dates.

### 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 period on their Google Classroom. Teachers will be available via email at that time as well. Questions asked should be responded to within 24 hours or the following school day. Teachers have parent contact times Monday through Thursday and are expected to keep in communication with parents in regards to their student, instruction and support.

## **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 all assignments by the time frame given by your teacher. Tulo-so-Midway ISD Schools 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. It is very important to complete all assignments in your classes. Graded assignments will remain numeric. Students will receive authentic grades reflecting mastery on assignments. Opportunities for retest/reteach will be provided. Provide your child with assistance on their day-to-day activities with the exception of designated independent work

## **Section 5: Testing**

Online Testing: Teachers may choose to give students tests online. They may also use Google Forms to do this. 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 when you start online, 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 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.

## **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 within the student's schedule and a link will be available through Google Classroom. Please follow the Intermediate 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. Students should use a camera, we ask that they do so in order to know that it is the student who has actually signed in.

### TMISD 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. Be courteous and use polite language during Zoom learning times.
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.
5. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off the meeting.
6. Give your best effort while participating.