



# Alexis I. duPont Middle School

## Remote Learning Guide for Families

The AIMS Online Community includes students, families, and a dedicated faculty and staff who are all committed to student success. As a school, the AIMS educators will reinforce our school's vision to provide every child with a rigorous and engaging education even as we navigate through remote learning. Together we will work to increase achievement and improve outcomes for all students by developing engaging lessons that will inspire and motivate.

Even though we are not able to meet with our students in person, AIMS educators will follow the district curriculum guides and use engaging instructional strategies that provide access for all of our students to class content. We will embed rigor into every lesson for every student at their individual levels. In addition, the AIMS faculty and staff will promote social growth for students in a safe, 21st Century global environment to foster life-long learning. As a community, we will continue to elevate the academic growth of all students, developing means of accountability that are transparent, meaningful, and consistent.

In order to encourage continued partnership with parental stakeholders, the AIMS Online Learning Community vows to maintain open communication, utilizing multiple methods of contact and synchronous and asynchronous learning opportunities. Educators will work collaboratively with families to reach our shared and continual goal of student success. Even during remote learning, the AIMS Online Learning Community is committed to preparing your child for an exciting future.

### How to Help Your Student be Successful in Remote Learning

- Read this document and understand the remote learning plan for AIMS.
- Communicate with your student's teachers about concerns and challenges.
- Ask the teacher first when you have concerns over grades, then follow up with the grade level administrator, if needed.
- Access "How-To" videos to learn how to access HAC and Schoology. Visit <https://www.redclayschools.com/domain/1008> for more information.
- Call the school and make sure that the email and phone number in the school's records are correct so that teachers are able to reach you.
- Talk with your student weekly to review:
  - The weekly agenda for each class (sent out by Friday for the week ahead).
  - Grades in HAC and assignments from the previous week.

## Remote Learning Schedule

The daily schedule at AIMS will alternate between A and B days.

	A Day Schedule	B Day Schedule
8:00-8:30	Independent Work Time/Teacher Office Hours	
8:30-9:45	Period 1	Period 3
10:00-11:00	Period 2	Period 4
11:00-11:45	Lunch/Break	
11:45-12:45	Period 3	Period 1
1:00-2:00	Period 4	Period 2
2:15-3:00	Period 5	Period 5
3:00-3:30	Independent Work Time/Teacher Office Hours	

Below is a calendar of A and B days for the first six weeks of school. There is no school on the days that are shaded gray.

### September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## How to be Successful During Remote Learning

<b>Zoom Meetings</b>	<ul style="list-style-type: none"><li>● Log into Zoom meetings five minutes early. Your teacher will begin the lesson on time and will take attendance.</li><li>● Each Zoom session will last 60 minutes. Please plan accordingly so that you are not distracted during the lessons.</li><li>● Participate in the Zoom lesson activities and contribute positively to the class.</li><li>● Zoom lessons will be recorded and posted on Schoology.</li><li>● Teachers will use the same meeting code for all of their Zoom meetings. Use your correct name when you log into Zoom; otherwise, teachers will not let you in from the waiting room.</li></ul>
<b>Zoom Behavior</b>	<ul style="list-style-type: none"><li>● The Red Clay Student Code of Conduct applies for all Zoom meetings. Inappropriate language and gestures, bullying, and other behaviors that distract others from learning will not be tolerated.</li><li>● The AIMS expectations for Achievement, Manners, Integrity, and Safety are still required during remote learning. See the matrix listed below.</li><li>● Follow the AIMS guidelines for Zoom meetings - keep your camera on, keep microphone on mute unless responding to a question or in a breakout room, use your correct name.</li></ul>
<b>Homework</b>	<ul style="list-style-type: none"><li>● Homework may be assigned to students.</li></ul>
<b>Office Hours/ Communication with Teachers</b>	<ul style="list-style-type: none"><li>● All of your teachers will send you information about how to contact them and when they are available for office hours prior to September 8, 2020.</li><li>● Teachers will be available during their office hours to meet one-on-one or in small groups with students. If you are struggling, reach out to your teacher and schedule an appointment during office hours for extra help.</li><li>● Make sure that you are communicating with your teachers if you have any problems with attending Zoom lessons and completing assignments. They cannot help you if they don't know you need help!</li></ul>
<b>Schoology</b>	<ul style="list-style-type: none"><li>● Schoology will be the primary way that your teacher assigns work and collects it from you.</li><li>● Teachers will organize recorded Zoom lessons and assignments by week and then by day. If you are absent from a Zoom lesson, check the week's folder for the day you were absent so that you can view the lesson and complete the assignments.</li></ul>

	<ul style="list-style-type: none"> <li>● Check Schoology every day to make sure that you are not missing assignments.</li> </ul>
<b>Grades/HAC</b>	<ul style="list-style-type: none"> <li>● Grades will be given and posted in HAC. Check HAC every week to make sure that you are not missing assignments.</li> </ul>
<b>Securly</b>	<ul style="list-style-type: none"> <li>● Teachers will use Securly during remote learning to monitor students' screens.</li> </ul>
<b>Cell Phones</b>	<ul style="list-style-type: none"> <li>● Students are not to be on cell phones during Zoom classes for any reason. Have them turned off and put away.</li> <li>● Students may check messages during breaks and at lunch.</li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>● During remote learning, the standard in-person AIMS dress code is not required. However, students must be covered with a shirt and not wear pajamas, tank tops, revealing tops, or hats. Any logos must be appropriate and not distracting or profane. As temperatures get cooler, sweatshirts, sweaters, or hoodies (with the hood down) are fine. Wrapping in a blanket is a distraction and not permitted.</li> </ul>
<b>Counseling</b>	<ul style="list-style-type: none"> <li>● If you are feeling upset or need to talk to someone about the challenges you are facing in your life, you are able to set up an appointment to meet with the school counselors and school psychologists. They will meet with students from 8:00-8:30am, 11:00-11:45am and 3:00-3:30pm (time during class hours can be scheduled on an as needed basis). Each session will be 15 minutes, and there will be at least one school counselor and one school psychologist available every day of the week.</li> </ul>
<b>Questions and Concerns</b>	<ul style="list-style-type: none"> <li>● If you have any questions about assignments and Zoom lessons, contact your teacher.</li> <li>● Please give teachers 24 hours to respond to your questions.</li> <li>● If you need additional help, contact the team leader for your grade. <ul style="list-style-type: none"> <li>○ Grade 6 - Ms. Bifferato <a href="mailto:colleen.bifferato@redclay.k12.de.us">colleen.bifferato@redclay.k12.de.us</a></li> <li>○ Grade 7 - Ms. Bafundo <a href="mailto:celeste.bafundo@redclay.k12.de.us">celeste.bafundo@redclay.k12.de.us</a></li> <li>○ Grade 8 - Ms. Cresci <a href="mailto:cheryl.cresci@redclay.k12.de.us">cheryl.cresci@redclay.k12.de.us</a></li> </ul> </li> <li>● If you are still not able to resolve the situation, contact the administrator for your grade. <ul style="list-style-type: none"> <li>○ Grade 6 - Ms. Stevens <a href="mailto:veronica.stevens@redclay.k12.de.us">veronica.stevens@redclay.k12.de.us</a></li> <li>○ Grade 7 - Mr. Hantzopoulos <a href="mailto:george.hantzopoulos@redclay.k12.de.us">george.hantzopoulos@redclay.k12.de.us</a></li> <li>○ Grade 8 - Mr. Moffett <a href="mailto:earl.moffett@redclay.k12.de.us">earl.moffett@redclay.k12.de.us</a></li> </ul> </li> </ul>

# A Student's Remote Learning Checklist

Use this checklist as a guide to help manage your time and establish daily routines.

## Beginning Your Day of Remote Learning:

- Do you have your schedule written down? Do you know what classes you need to attend and at what time?
- Do you have the Zoom codes and passwords for all of your classes?
- Do you have all of your supplies for your classes meeting that day? Computer? Writing instrument? Paper? Planner? Additional materials?
- Does your computer have enough power? If not, are you near a place you can plug it in?
- What does your workspace look and sound like? Is it...
  - A consistent space that's set-up just for learning?
  - Free of clutter?
  - Seating that keeps you sitting upright and alert (not in your bed)?
  - In a location where there are limited additional noise distractions?
- Are you dressed appropriately? Pajamas are not appropriate for school Zoom classes.
- Have you turned off or set any technology aside that could be a distraction? (Phones, portable video games, TV shows, etc.)

## During Breaks:

- Record the homework for the class you just completed.
- Take a 10 minute movement break! Get up and walk around between classes.
- Get a drink and/or a snack.
- Go to the bathroom and take care of personal needs.
- Make sure to write down what is due by the time you meet with that class again.

## During Lunch:

- Give yourself this 45 minutes (11:00 - 11:45) to disconnect from school!
- Allow time to unplug from the computer and give your eyes a break.
- Get some fresh air.
- Eat some food, check in with your friends, and give yourself this time to take a breath.

## During Teacher Office Hours:

- Review and complete homework assigned from your classes.
- Record assignments on your paper or digital calendar.
- Check your grades in HAC and monitor your progress.
- Check-in with teachers and email them any questions you may have. Teachers WANT to be in frequent communication with you, know how you are doing, and offer help.
- Meet one-on-one or in small groups with teachers.
- Be patient with yourself and your teachers. We are all in this together.
- If you are struggling to find something, understand how to use something or aren't clear on expectations let your teacher know. Everyone wants to support you and make this new way of learning enjoyable for all. You've got this!

## Remote Learning AIMS Way

While participating in remote learning, students should exhibit the following behavior to ensure that Zoom classes are positive places to learn.

Achievement	Integrity	Manners	Safety
<ul style="list-style-type: none"> <li>● Participate in the Zoom class</li> <li>● Log on to Schoology everyday</li> <li>● Ask for help when needed</li> <li>● Report technology issues immediately</li> </ul>	<ul style="list-style-type: none"> <li>● Turn assignments in on time</li> <li>● Put in your best effort on all assignments</li> <li>● Use school appropriate websites</li> <li>● Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>● Comply with adult requests</li> <li>● Be considerate of others</li> <li>● Use school appropriate language</li> <li>● Listen without speaking while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>● Refrain from Cyber-Bullying</li> <li>● Keep passwords to self</li> <li>● Handle equipment with care</li> <li>● Refrain from taking photos or videos of Zoom meetings</li> </ul>

### Zoom Class Protocols

When your Zoom classes start, teachers will remind you of the following Zoom class rules.

