

Central Middle School  
Parent  
Remote Learning Handbook  
2020-2021



“Home of the Vikings”

## Preparing for Remote Learning

Dear Parents,

Thank you for your patience and understanding as we work to refine our remote learning. We are working to assist those of you who need access to the internet and devices as quickly as possible.

We are trying to go completely online with minimal paper and pencil. There will be live teaching as the information will be new as it is a new school year. We understand that you may not be able to have your child online from 9:00-1:30 during the day. We will be recording the lessons so that your child may view them at the time that works into your family schedule.

Teachers will also be meeting with small groups of students or individual students (virtually/one on one) at least once a week during office hours that the teacher will set up weekly. This is a time that students can ask questions, correct misunderstandings, be shown examples etc...

Please click the following link to view the 2020-2021 CMS Student Handbook:

<https://bit.ly/31HAghK>

The pages that need to be signed and returned are attached to this document. Please sign and return to CMS by Aug. 31, 2020. You may drop them off at school, send them by bus or scan/take a photo and email them to your child's homeroom teacher.

Please also review the information below pertaining to the first nine weeks of online instruction.

Thank you,

***Ms. Kelly L. Eure***

Principal

Central Middle School

## Before School Starts

1. Designate a place for school in your home. This will help the students be prepared for learning.
2. Make sure that your child is up and dressed for class.
3. Please make sure he/she has eaten breakfast and gone to the bathroom before the first class starts.
4. Try to give your child space to be independent in class. Resist the urge to sit in or participate in the class.
5. Check in with your student to make sure assignments are complete.
6. Post the schedule.
7. Go over these rules with your child.
  - a. Be ready to learn.
  - b. Don't eat or drink near your computer.
  - c. Create a quiet workspace.
  - d. Keep other devices off during **class** time.
  - e. Be respectful of others during live lessons.
  - f. Check in daily and turn in assignments on time.

**First two weeks:** We teach students how to login in to google classroom. We will teach them how to get the tools needed in google classroom. We need to teach the protocol for participating in the online classroom. We will be working with our families that need the internet and devices to get them connected and we ask for your patience with the system as we try to get everyone connected. Remember this is a new year and we will teach procedures in the beginning. We will also do “the fun get to know you things” still as well. We will provide those items to students who do not have access at this time with paper and pencil activities that will be the same as the online activities. All lessons will be recorded for review at a later date as well.

**Class assignments:** We are planning to be online as much as possible. We will be thinking about the quality of the work not the quantity. The online classes will be 30 minutes with a 10 minute break between them. There will be a 20 minute break after the 2nd class session. Students will have 6 classes or sessions. This will include all core courses (Math, Science, Social Studies, and Science) along with 2 elective courses (Art, Band, Agriculture, NCVPS, or Keyboarding/Coding). We also will ask that your student spend 20 minutes reading each day something that they enjoy. We also ask that you spend at least 30 to 45 minutes on i-Ready reading and math a week in addition to assignments given.

Assignments will be set in Google Classroom as well as paper/pencil packets that will go home for those students who do not have access to a device or internet. Assignments will run weekly (Monday to Monday). Example: Teacher assigns work on Monday August 17th, the following Monday August 24th the assignment will be due back to teacher. **All students will need to complete 75%-100% of work online or paper/pencil in order to be given credit for assignments and attendance.**

**Small group and 1:1:** Teachers will meet with students individually or in small groups at least once a week virtually. This is a time scheduled with your child separately. It can be 10- 30 minutes in length. This may be tutoring or skill assessments.

**Communication:** Communication is key to making this work. We need to communicate with each other. Please contact us if you have questions or concerns. It would be best to contact teachers between 8:00-9:00 in the morning or after 2:00. We will do our best to answer emails and return calls as soon as possible. Please let us know if you are having difficulty with technology. It is important that we have up to date phone numbers and email addresses so we can contact you. Many of our staff will use REMIND to send text messages or reminders about the class to the parents.

**Attendance:** Attendance in a remote instruction environment is designed to keep students engaged, ensure they are on pace, and to offer academic and emotional support. Daily attendance must be taken in PowerSchool on Remote Learning Days. A student is considered present for daily attendance during a remote learning day:

- If a student completes his/her daily assignments, either online or offline; and/or
- If a student has a daily check-in, a two-way communication, with the appropriate teacher(s):
  - In grades K-5, homeroom teacher
  - In all other grade levels, each course teacher as scheduled

Notes:

- A student cannot be considered absent solely due to not logging into an online resource/lesson on a remote learning day. A student will be marked as “present-off-site” based on evidence of student engagement. A teacher who has a face to face interaction, e.g., virtual meeting or phone interaction, with a student on that current day can mark a student “present-off-site.”
- A teacher may change a student’s attendance based on evidence of student engagement that is collected after the current day due to completion of work that is turned in at a later date.

**\*\*\*\* All students will need to complete 75%-100% of work online or paper/pencil in order to be given credit for assignments and attendance.**

**First 10 days of school:** It is important that we make daily contact with our students during the first ten days of school. This establishes our average daily membership. Please respond to your teachers when they contact you during the first ten days of school.

**Meals:** Meals will be prepared at Gatesville Elementary School and Gates County High School. They will be available for pick up at these two sites only. It is important that you complete a lunch application to gain your lunch status of free, reduced cost, or full price. This application can be beneficial for other COVID-19 benefits and assistance. It would be helpful for you to complete a form. This form must be completed every year.

**Professional development and PLC:** Teachers will not be available on Wednesday afternoons as it is reserved for their professional development and updates.

CMS Staff Directory  
Phone Number 252-357-0470

**Administration:**

Kelly Eure-Principal  
Scott Corrente-Assistant Principal

**Administrative Intern:**

Kristal Brooks

**Front Office Staff:**

Andrea Roach-Administrative Assistant  
Erika Legg-Bookkeeper  
Kristen Ward-Data Manager/PowerSchool

**School Counselor:**

Barabara Austin

**ISS:**

Carolyn Eason

**Media Coordinator:**

Stacy White

**Nurses:**

Kay Wiggins  
Courtney Jones

**Cafeteria:**

Chinita Hayer  
Fred Harvey

**Custodians:**

Paula Walker  
Morris Eure  
Kendrick Harrison

6th Grade Team	7th Grade Team	8th Grade Team
Elaine Simpson	Deirdre House	Jennifer Dail
Kathryn Eure	Robert Lee	Crystal Owens
Kaila Ballard	Beverly Plyler	Stacy Unger
Gary Arline	Amber Harrell	Katelyn Collins
Joshua Childers	Crystal Evans	Shaunda Vaughan
Christina Hutchinson	Mary Riddick	Peter Malak
Jessica Jacobs-Hooks	Lori Harders	Marcus Barber
Hope Melton	Erica Manglona	Leigh Pardue
Renee Nowell	Stacey Bisignano	John Long
		Teresa White
<b>AIG</b>	<b>NCVPS</b>	Deborah Copeland
Amanda Hobbs	Cindy Barber	Nekia Williams-EC/Self-Contained Takita Lane-EC/Nurse/One to One
	Alisha Hawk	Benecia Spivey-EC TA
		Iris WigginsEC-TA/One to One

**\*\*PLEASE SIGN AND RETURN THE FOLLOWING PAGES TO CMS\*\***

## **Central Middle School Internet and Google Apps For Education Use and Agreement**

The Internet and other forms of electronic information will be made available to students in order to enable access to educational resources unavailable through traditional means. This access dramatically expands the knowledge base that teachers and students can explore.

The Gates County Board of Education recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace.

Access to these resources will be provided to students and staff with the expectation that it will be used in a manner consistent with the educational objectives of the state of North Carolina. The Gates County School district will provide students with Google Apps for Education accounts. Google Apps includes free, web-based programs including email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the state of North Carolina.

Google Apps runs on an Internet domain purchased and owned by the school and is intended for educational use. Teachers will also be using Google Apps for lessons, assignments, and communication. This program is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

### **Student Information**

The Internet and Google Apps for Education are primarily for educational use. Students who use Google Apps for personal use are subject to the restrictions below and additional school rules and policies that may apply. **The use of the Internet and computer networks is a privilege and may be taken away for violations of board policy or regulations.**

### **Guidelines for Appropriate Internet Use:**

Students are expected to act in a responsible, ethical, and legal manner.

- Each user agrees to use the computer and Internet only for curriculum-related instruction.
- The use of personal electronic mail is prohibited by students.
- Network storage areas will be treated like school lockers, i.e. they are subject to inspection at any time. Users should not expect that files stored on district servers would be private.
- Users who fail to immediately comply with staff's request or who must be asked to leave an inappropriate site will be subject to disciplinary action. Examples of inappropriate sites include but are not limited to social network sites, personal e-mail, instant messaging, chat rooms, and discussion groups.

Unacceptable uses include, but are not limited to the following:

- Making purchases, chat rooms, discussion groups, games, and personal e-mails.
- Using another person's password; trespassing in another person's folders, work or files.
- **Use of proxies to bypass the filter.**

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Changing any setting, configurations or files, (i.e. changing desktop/screensaver to pictures not available on the system).
- Attempting to use software files or applications other than those provided by the school.
- Harassing, slandering, or libeling another person via the Internet or through the use of the network public folder.
- Unauthorized access, including hacking and other unlawful online activities.
- Any malicious attempt to harm or destroy computer hardware, software or data on school system computers and/or networks and on the Internet.

Students are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to the following:

- Do not use another person's intellectual property without his or her prior approval or proper citation. Assume all communications and information accessed via the network is the private property of the individuals who generate them.
- Do not make unauthorized copies of copyrighted data or licensed software.
- Do not forward personal communications without the author's prior consent.
- Do not reveal your personal address or phone number or those of others.

### **Guidelines for Appropriate Google Apps for Education Use:**

1) **Privacy**-School staff, administrators, and parents all have access to student email or monitoring purposes. Students have no expectation of privacy on the Apps system.

2) **Limited Personal use**-Students may not use Google Apps for the following:

- Unlawful activities
- Commercial purposes (running a business or trying to make money)
- Personal financial gain (running a web site to sell things)
- Inappropriate sexual or other offensive content
- Obscene, profane, threatening, or disrespectful language
- Threatening another person
- Cyber-bullying
- Misrepresentation of Gates County Public Schools, staff, or students. Apps, sites, email, and groups are not public forums. If you post something via email or on a school webpage that disturbs the learning environment in your school, your right to free speech may be limited because the apps are extensions of the classroom space.

3) **Safety**

- Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

## Parent Information

These are the laws and policies that help to protect our students online:

### 1) **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA-<http://fcc.gov/cgb/consumerfacts/cipa.html>

### 2) **Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google Apps users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

COPPA-<http://www.ftc.gov/privacy/coppafaqs.shtm>

### 3) **Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc) but parents may request that the school not disclose this information.

- The school will not publish confidential education records for public viewing on the Internet
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Google Apps for Education files.

FERPA-<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Homebase: \_\_\_\_\_



## Internet and Google Apps for Education Permission Form

I have read the acceptable use policies. I understand if I break any of the rules of this agreement, I will be subject to disciplinary action resulting in loss of Internet privileges, suspended Google Apps account, and/or suspension from school.

\_\_\_\_\_ I agree to follow the Internet and Google Apps Policies. I understand that if I don't, I am subject to disciplinary action.

**Student Name Printed:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I give permission for my child to use Google Apps for Education, Edmodo, and/or Open Class to complete activities assigned by the teacher. By doing so, I agree to enforce acceptable use when my child is off District Property.

I give permission for my child and the school to publish student work and photographs online, with the understanding that student last names and confidential personal information will not be published.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### CONSENT TO OBSERVE/RECORD

I hereby consent to the videotaping/photographing/audio-recording of myself, \_\_\_\_\_ . I understand that the material obtained (videotape, audiotape, photographs) will be used for educational purposes and/or for release to public information media. I also understand that said materials may be copyrighted and will be under the sole control of the Gates County Schools.

I understand that I will receive no compensation for my consent to participate in this project. I have read this form and have had the opportunity to ask questions. I hereby represent and warrant that I am of full age, and have every right to contract in my own name in the above regard.

IF CONSENT IS FOR: A MINOR (UNDER 18), OR A PERSON WHO CANNOT SIGN FOR SELF. COMPLETE THE FOLLOWING:

I hereby represent that I am the parent and/or guardian or next of kin of \_\_\_\_\_ and that I hereby consent to videotaping/photocopying/audio recording as noted above. I have read this consent form in its entirety.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Relationship

## **COVID-19 PARENT/STUDENT/COMPACT:**

Dear Parents/Guardians:

We value your role in working to help your child achieve high academic standards. The purpose of the **School-Parent Compact** is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The following information will serve as an outline of various ways you and the school staff can build and maintain a partnership of shared responsibility for your child's learning.

### **School's Responsibility:**

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet Local, State, and National student academic standards. (This includes Remote Instruction during our current COVID-19 Pandemic).
- Assist all students in meeting the Curriculum Standards and Objectives as well as meeting long term goals.
- Provide you with assistance in understanding academic achievement standards and assessments and how to monitor your child's progress.

Provide opportunities for ongoing communication between you and *teachers* through:

- Parent/teacher conferences.
- Progress reports regarding your child's progress in each academic subject at least once prior to receiving Report Cards.
- Interact with parents and inform them of the student's progress (Email/Remind/Phone Call/Parent Letter).
- Provide the staff with appropriate professional development activities.
- Maintain highly qualified teachers.
- Provide a safe and secure learning environment. (This includes Social Distancing Practices/Wearing a face mask or covering as mandated by the State of NC/Practicing Good Hygiene/PPE as needed in our current circumstances of COVID-19 Pandemic).

### **Parent's Responsibility:**

- Ensure that my child attends school daily and arrives at school on time.
- Encourage my child to follow the rules and regulations of the school, as well as follow all state mandates for COVID-19 Pandemic Guidelines and Restrictions..
- Monitor my child's homework.
- Attend parent/teacher conferences and participate, when appropriate, in discussions relating to the education of my child.
- Volunteer in my child's school and classroom if time or schedule permits.
- Communicate positive information regarding teachers, principal, teacher assistants, support, office and other campus personnel when discussing school with my child.
- Seek information regarding my child's progress by conferencing with teachers, principals, and appropriate district personnel.

### **Student's Responsibility:**

- Attend school regularly. (Under Pandemic: Days assigned by School Building Administrator).
- Complete and turn in all classwork and homework assignments on time.
- Accept responsibility for my own actions.
- Show respect for myself, other people, and property.
- Make the effort to do my best to learn.
- Follow school, classroom and bus rules.

### **School, Parents, and Student Responsibilities:**

- High student expectations.
- Improve student academic achievement.

- Build and develop a partnership to assist the children of the community to achieve high academic standards.

Please review this **School-Parent Compact** with your child. The contents of the compact may be discussed with you during a parent/teacher conference as it relates to your child's school progress. Thank you for your support and involvement in your child's education. For more information please contact the school.

Sincerely,

Kelly L. Eure  
Principal

-----  
I have read and discussed the contents of the document with my child as it relates to his/her education in Gates County School District.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

Central Middle School

Grade \_\_\_\_\_

**GATES COUNTY SCHOOLS**

**Handbook and Policies Receipt**

I have read the Central Middle School Student Handbook as well as the following policies: Acceptable Internet Use, Edmodo, and the Consent to Observe/Record Policy. I am acknowledging that I fully understand what is expected of me as a student. By signing this form I agree to comply with all rules and regulations presented in the Handbook and Policies.

**Homebase:** \_\_\_\_\_

\_\_\_\_\_  
**Student's name-printed** **Grade**

\_\_\_\_\_  
**Student's signature**  
**Date**

\_\_\_\_\_  
**Parent's signature** **Date**

**PLEASE SIGN AND RETURN BY 8-31-2020**