

Sabin Middle School
Online Learning Guide

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Online/Hybrid Approach to Learning

Sabin's vision for online and hybrid learning is that we will continue to create powerful opportunities to learn, grow, and connect with others. The social and emotional well-being of our students, staff, and families is of utmost importance, and we will commit to supporting those needs throughout this unique time.

1. Communication

- a. Sabin grade-level teams will communicate with families at least once every other week.
 - i. Staff will reach out more frequently as needed through email and phone calls.
- b. Families can check the Sabin Middle School website for updated information.
 - i. District and school updates may be sent out through Blackboard.
 - ii. Students need to log in to Schoology to start each class period.
 - iii. Teachers will use Schoology as a learning management system. Most of the resources students will use will be housed in Schoology.
 - iv. Parents can join Schoology courses with a code from the teacher to follow along with what their students are learning in each class.
 - v. Grades will be the most accurate in the Schoology gradebook.

2. Accessing Tech Support (Happy Fox)

- a. <https://cssd11.happyfox.com/home/>
- b. If students have a tech-related issue with their devices, they can use Happy Fox to submit a help ticket.
 - i. Follow the link above to the D11 Happy Fox site. You will need to sign in using your district email and network password.
 - ii. You can try asking a question in the search bar to see if there's already an answer to your issue.
 - iii. If you do not find a solution to your tech issue, click on Submit a Ticket (top right of the page)
 - iv. Fill out the form completely and describe the issue you are having as clearly as possible.
 - v. Tech services will reach out to you via email shortly.
- c. You also have the following supports:
 - i. Chat online with a tech support agent at <https://cssd11.happyfox.com/>
 - ii. Visit our library of how-to videos at https://www.d11.org/sabin_techsupport
 - iii. Email Carlee Grove, Sabin's District Support Technician, at carlee.grove@d11.org
 - iv. Email Marsha West, Library and Technology Educator, at marsha.west@d11.org

- v. Call the Sabin library during school hours at 520-2322.
- vi. Call the D11 Support Center 520-2211
- vii. Live Evening tech support: August 24th-August 27th from 4-6pm

School Building Access

During the first quarter, identified student groups – those with the greatest need for learning support – will be in the buildings one day per week. These student groups – those students with Individualized Educational Plan, students identified as Gifted and Talented, and English Language Learners. Students will be identified, and their families will be contacted with additional information about these support systems in our building.

Other student groups will not have access to the building, other than breakfast and lunch, until at least the end of the first quarter.

All students, staff, and guests must complete the COVID-19 health screening survey prior to entering the building. Part of the health screen requires all those entering the building to take their temperature at home to determine if it is safe to enter the building.

School Day Organization and Structure in a Virtual Learning Environment

Engaging in a virtual learning environment is different than being in the classroom, mainly in the mediums for teaching and learning. In order to classify those mediums, it's important to know the difference between synchronous and asynchronous learning:

- Synchronous learning is defined as learning that happens in real-time where the instructor and students interact in the same place at the same time.
- Asynchronous learning is defined as learning that happens through flexible scheduling where the instructor provides many resources – readings, multimedia, assignments, assessments, etc. - to students who do not have or need a common meeting place or time.

During remote learning, students will have the chance to get breakfast and/or lunch at Sabin Middle School. These meals will be served cafeteria-style (as opposed to grab-and-go) when students have scheduled breaks from their classes. Grade-level lunches will be staggered, and students will be encouraged to get some food and head back home to continue learning. Lunch periods will be 50 minutes in length.

Remote-Learning Tips for Students:

1. Attitude is a game-changer. Having a positive attitude with all the changes will be integral to being successful in a remote-learning environment.
2. Organization will help reduce stress about being prepared for classes. Create electronic folders for each class early on so you can easily and efficiently access your work. Also, take full advantage of communication and notification systems to stay informed.
3. One of the advantages of being a student in a remote-learning environment is being able to create and operate within a flexible routine. There are some set times for synchronous learning to help establish a routine, but it's important to manage "open time" to stay on top of deadlines and other important learning objectives.

4. Set personal goals, both short and long term. These will improve focus and drive.
5. Make time for physical fitness and take breaks from working online.

Schedule

The remote learning schedule will include four core classes, two exploratory classes, and one advisory period. Students will have two cores and one exploratory class each day, alternating – there will be “Orange Days” and “Green Days”. Advisory will take place at the beginning of each school day. Lunch times will be staggered. There is a complete schedule on the Sabin website.

School Day	<ul style="list-style-type: none"> • Tuesday’s and Thursday’s will be Orange Days; Wednesday’s and Friday’s will be Green Days; Advisory and Office Hours will take place each day • Lunch times are staggered for each grade-level: -6th (10:50-11:40); 8th (11:55-12:30); 7th (12:30-1:20) • Advisory is dedicated to meet the SEL needs of students and prepare them for the school day • Office Hours are blocks of time when teachers are available to help students through WebEx, email, and/or phone calls
1 st (Advisory) 8:40-9:10	
2 nd (Core or Exploratory)	
3 rd (Core or Exploratory)	
4 th (Core or Exploratory)	
Office Hours 3:10-3:40	

In-Person Support

For at least the first quarter of the school year, Monday’s will be available for students who have specific plans designed to support their learning. These groups include students with Individualized Educational Programs, Advanced Learning Plans, and students who are Language Learners. In-person supports will be in two, two-hour blocks: 12:00pm to 2:00pm, and 2:00pm to 4:00pm. Students will receive an invitation to one of those two time periods and further instructions on how to access this support.

All other students will engage in asynchronous learning for each of their classes on these days. This means that there will be learning activities students need to do on their own without direct, live instruction from their teachers. Attendance will be taken Monday’s, too, using student log-in time on Schoology.

Students who come into the building for in-person support will not be penalized for missing any asynchronous learning on Monday mornings – the work during the in-person support sessions will take the place of Monday’s asynchronous learning.

Accountability

1. Attendance
 - a. Attendance is required during school days. Being in a virtual learning environment changes how students are counted as present, but we are still accountable for documenting when students are using available resources to

continue learning. This is a huge accountability piece and teachers will take attendance in Q each class period. Teachers may use log time or assignment completion as attendance during asynchronous learning; WebEx is used for synchronous learning where teachers can interact with classes directly in real-time.

- b. We will continue following district attendance policies to ensure students are engaging with their learning when they need to be.
 - c. Teachers will count a student “present” depending on the type of learning. This may include WebEx meetings (synchronous), Schoology access logs (asynchronous), and many other forms of student engagement.
2. Grading
 - a. Students will earn grades based on their class performance and effort – the way students are graded has not changed from in-person learning.
 - b. Grading scales will be set by teachers.
 3. Assessments
 - a. Assessments and student performance will drive instruction. We must stay accountable to the Colorado Academic Standards, the District 11 Graduate Profile, and the formative assessments we use in the classroom to help us see what students need to achieve success in meeting learning objectives.
 4. Discipline
 - a. Discipline in a virtual environment shifts a little but always aims to support students in engaging in their learning and to keep them accountable for behaving respectfully and thoughtfully.
 - b. Staff and students will be closely monitoring student engagement, along with any social and emotional needs, to make learning as accessible and as safe as possible.
 5. Teaming with families
 - a. Sabin staff will work with families to support student engagement in a remote learning environment.
 - b. Resources will be shared with families to support student engagement.
 - c. Staff will work with the entire learning community, including families, to keep students accountable and engaged in their learning.
 6. Device Use and Maintenance
 - a. It’s important that all Sabin students keep their Chromebooks in great condition.
 - b. Chromebook use should be reserved for educational purposes and treated as a tool to access online learning. Inappropriate device use will not be tolerated.
 - c. Students should take care not to damage or misuse Chromebooks or any other educational tools.

WebEx (virtual meeting) Standards

We rely heavily on WebEx to communicate and it serves as a virtual meeting space much like a classroom in a building. In order to maintain a safe learning environment, respectful and kind behavior standards must be observed. The following standards and norms are in place to foster learning and equity in our virtual learning environments:

1. All language and communication will be respectful and appropriate in nature.
2. All interactions between students, staff, and community members will be appropriate and necessary.
3. All meeting attendees will be dressed appropriately during meetings.
4. The functionalities and tools of WebEx are not to be abused or misused. This includes sharing content, chat, Q&A, etc.
5. All staff and students will encourage positivity and learning; this includes inviting other students to be more involved, respecting individual and group perspectives, and eliminating distractions to learning.
6. Disciplinary practices will encourage and enforce these norms.

WebEx Protocols for Students

1. Begin each meeting with your camera on and your microphone off. This will reduce audio feedback and confirm that you are in attendance during synchronous learning.
2. Students will be oriented with the functions of WebEx as it relates to communicating and engaging with online learning. All meeting attendees will use the functions of WebEx appropriately.
3. Students will be ready, on time, to learn and be setup in a functional workspace that allows students to focus on learning.
4. Students will be encouraged to participate in synchronous learning activities and ask questions appropriately.
5. When the meeting is over, close out the window.