The Overview

• 2020-21 opens with all remote learning.
• Middle School students will be grouped in learning pods of 11-12 students.
• Students will have synchronous or live classes four days weekly (M/T/Th/F).
• The synchronous daily schedule is built with 75-minute learning blocks.
• There are 4 learning blocks each synchronous day (M/T/Th/F).
• Advisory will start every synchronous day, and we have weekly advisory lunch.
• For every day that a class is in session, tutorial will be held 3:30-4:00 pm.
• Wednesdays will be all asynchronous learning, plus some social opportunities (advisory lunch, clubs, etc.)

Synchronous Days (M/T/Th/F)

The synchronous schedule is built around 75-minute learning blocks, including a live lesson via Zoom, classwork time, and a break.

75-minute block = 1 class

Synchronous Lesson
30-45 minutes

Teacher holds live (on Zoom) class with all students in the learning pod.
Activities may include Socratic seminars, working on a shared document, student presentations, guest speakers, and more.

Classwork time
30-45 minutes

Students do their classwork immediately following the live class.
This includes working independently, asking the teacher questions (via email), or working in a small group on Zoom with the teacher.

Break - 15 minutes

Students take 15.
Move, snack, stretch – ready to learn in the next block!

Each synchronous day, students have four learning blocks, with alternating subjects.
# 2020-21 Middle School Academics (Grades 5-7)

## Weekly 5-7th Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45 – 9:00</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
<td>Advisory</td>
</tr>
<tr>
<td>9:00 - 9:30</td>
<td>A Period</td>
<td>E Period</td>
<td>A Period</td>
<td>E Period</td>
<td></td>
</tr>
<tr>
<td>9:30 - 10:15</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
</tr>
<tr>
<td>10:15 - 10:30</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>B Period</td>
<td>F Period</td>
<td>B Period</td>
<td>F Period</td>
<td></td>
</tr>
<tr>
<td>11:00 - 11:45</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
</tr>
<tr>
<td>11:45 - 12:45</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
</tr>
<tr>
<td>12:45 - 1:15</td>
<td>C Period</td>
<td>G Period</td>
<td>C Period</td>
<td>G Period</td>
<td></td>
</tr>
<tr>
<td>1:15 - 2:00</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
</tr>
<tr>
<td>2:00 - 2:15</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>2:15 - 2:45</td>
<td>D Period</td>
<td>H Period</td>
<td>D Period</td>
<td>H Period</td>
<td></td>
</tr>
<tr>
<td>2:45 - 3:30</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
<td>Classwork</td>
</tr>
<tr>
<td>3:30 – 4:00</td>
<td>Tutorial</td>
<td>Tutorial</td>
<td>Tutorial</td>
<td>Tutorial</td>
<td></td>
</tr>
</tbody>
</table>

### Asynchronous Days (Wednesday)

- All classes will be asynchronous every Wednesday (unless noted in the calendar).
- For each core class (English, Math, History, Science, and Latin), students will have a daily assignment of classwork due that day.
- See Quick Start to get started.

## Classwork Deadlines

<table>
<thead>
<tr>
<th>Type of Class</th>
<th>Teacher posts class info in UC</th>
<th>Student turns in classwork in UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous Class</td>
<td>Teacher posts Zoom link before class begins.</td>
<td>After Classwork time for that class or by 5:00 pm at the latest</td>
</tr>
<tr>
<td>Asynchronous Class</td>
<td>Teacher posts class information and assignment by 9:00 am</td>
<td>Due by 5:00 pm that day</td>
</tr>
</tbody>
</table>
DISTANCE LEARNING
2020-21 QUICK START GUIDE
5-7 SYNCHRONOUS Learning (M/T/Th/F)

1 Unified Classroom
Log in by 8:30

This is where you start the day! See Guide to Unified Classroom (UC) for detailed instructions (on web site)

2 ADVISORY 8:45
Log in on Zoom by 8:45 on M, T, Th, F

See our Zoom Guide for detailed instructions on logging into Zoom, changing backgrounds, and advisor Zoom.

3 Class #1 Live 9:00
Log in to Zoom for first of 4 live classes

Each class starts with live learning (synchronous). Follow Tech Time Expectations.

4 Class #1 Classwork
For today’s lesson/assignment

This is the time to work classwork under your teacher’s supervision. Teachers will meet with individuals or small groups of students and answer questions.

5 Class #1 Submit work
by the end of the learning block (or by 5PM latest!)

The idea is to do the classwork during the class block, then submit it. If you need more time, you have until 5pm.

6 Take a break!

Move, stretch, snack!

Repeat process for other classes in session that day.
ALL CLASSWORK DUE BY 5PM!
DISTANCE LEARNING
2020-21 QUICK START GUIDE

5-7 ASYNCHRONOUS (Wednesdays)

1. Log in to Unified Classroom
   - See Guide to Unified Classroom (UC) for detailed instructions

2. Check UC for the day’s lesson.
   - Each teacher will otherwise orient you to the lesson with a written description, orienting video, link to a document, or

3. Review class materials, ask questions
   - Additional materials will be posted for each lesson, such as videos, readings, etc. If you have questions, email your teacher or join tutorial via Zoom.

4. Complete and submit all your classwork BY 5PM!
   - Work for each class will be due at the end of each day and should take about 1 hour to complete. The classwork will include instructions on how to submit your work.

Repeat process for all other classes.

ALL CLASSWORK DUE BY 5PM!!
The Overview

- 2020-21 opens with all remote learning.
- The schedule for 8th follows the US (except advisory lunch and tutorial).
- Students will have synchronous or live classes four days weekly (M/T/Th/F).
- The synchronous daily schedule is built with 90-minute learning blocks.
- There are 3-4 learning blocks each synchronous day (M/T/Th/F).
- Advisory will start every synchronous day, and we have weekly advisory lunch.
- On Tuesdays and Friday, tutorial will be held 2:30-4:00 pm.
- Wednesdays will be all asynchronous learning, plus some social opportunities (advisory lunch, clubs, etc.)

Synchronous Days (M/T/Th/F)

The 8th grade synchronous schedule is built around 90-minute learning blocks, including a live lesson via Zoom, classwork time, and a break.

90-minute block = 1 class

Teacher holds live (on Zoom) class with all students in the learning pod. Activities may include Socratic seminars, working on a shared document, student presentations, guest speakers, and more.

Students do their classwork immediately following the live class. This includes working independently, asking the teacher questions (via email), or working in a small group on Zoom with the teacher.

Students take 15. Move, snack, stretch – ready to learn in the next block!

On synchronous days, students have 3 or 4 learning blocks, with subjects alternating days.
### Weekly 8th Grade Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:45-9:00</td>
<td>Advisory</td>
<td>Advisory</td>
<td></td>
<td>Advisory</td>
<td>Advisory</td>
</tr>
<tr>
<td>9:00 - 10:30</td>
<td>B</td>
<td>A</td>
<td>Classwork</td>
<td>Classwork</td>
<td>E</td>
</tr>
<tr>
<td>10:30 - 10:45</td>
<td>Break</td>
<td>Break</td>
<td></td>
<td>Break</td>
<td>Break</td>
</tr>
<tr>
<td>10:45 - 12:15</td>
<td>C</td>
<td>D</td>
<td></td>
<td>F</td>
<td>D</td>
</tr>
<tr>
<td>12:15 - 1:00</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
<td>Lunch/Break</td>
</tr>
<tr>
<td>1:00 - 2:30</td>
<td>E</td>
<td>G</td>
<td></td>
<td>C</td>
<td>A</td>
</tr>
<tr>
<td>2:30 - 2:45</td>
<td>Break</td>
<td></td>
<td></td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>2:45 - 4:15</td>
<td>F</td>
<td></td>
<td></td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

#### Asynchronous Classwork
- **Advisory**
- **Lunch**

#### Asynchronous Days (Wednesday)
- All classes will be asynchronous every Wednesday (unless noted in the calendar).
- For each class, students will have a daily assignment of classwork due that day.
- See Quick Start to get started.

### Classwork Deadlines

<table>
<thead>
<tr>
<th>Type of Class</th>
<th>Teacher posts class info in UC</th>
<th>Student turns in classwork in UC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous Class</td>
<td>Teacher posts Zoom link before class begins</td>
<td>After Classwork time for that class or by 5:00 pm at the latest</td>
</tr>
<tr>
<td>Asynchronous Class</td>
<td>Teacher posts class information and assignment by 9:00 am</td>
<td>Due by 5:00 pm that day</td>
</tr>
</tbody>
</table>

DISTANCE LEARNING
2020-21 QUICK START GUIDE
8th SYNCHRONOUS Learning (M/T/Th/F)

1. Unified Classroom
   Log in by 8:30
   This is where you start the day!
   See Guide to Unified Classroom (UC) for detailed instructions

2. ADVISORY 8:45
   Log in on Zoom by 8:40 on M, T, Th, F
   See our Zoom Guide for detailed instructions on logging into Zoom,
   changing backgrounds, and advisor Zoom.

3. Class #1 Live 9:00
   Log in to Zoom for first of 4 live classes
   Each class starts with live learning (synchronous). Follow Zoom Guide’s behavior guidelines.

4. Class #1 Classwork
   For today’s lesson/assignment
   This is the time to work classwork under your teacher’s supervision.
   Teachers will meet with individuals or small groups of students and answer questions.

5. Class #1 Submit work
   by the end of the learning block (or by 5PM latest!)
   The idea is to do the classwork during the class block, then submit it. If you need more time,
   you have until 5pm.

6. Take a break!
   Move, stretch, snack!

Repeat process for other classes in session that day.
ALL CLASSWORK DUE BY 5PM!
8th ASYNCHRONOUS Virtual Learning Wed.

1. Log in to Unified Classroom → See Guide to Unified Classroom (UC) for detailed instructions

2. Check UC for the day’s lesson.

3. Review instructional materials and ask questions

4. Complete and submit all your classwork BY 5PM!

Each teacher will otherwise orient you to the lesson with a written description, orienting video, link to a document, etc.

Additional materials will be posted for each lesson, such as videos, readings, etc. If you have questions, email your teacher or join tutorial via Zoom.

Work for each class will be due at the end of each day and should take about 1 hour to complete. The classwork will include instructions on how to submit your work.

Repeat process for all other classes.

ALL CLASSWORK DUE BY 5PM!!
**The Overview**

- *Students must be logged in to UC and on Zoom for advisory (all but Wednesday) by 8:45.*
- While school *uniforms are not required,* all students must dress appropriately (covered, face uncovered except if wearing a mask, nothing offensive, etc.)
- *The Tech Time Expectations grade* is worth five points every day, as shown below in the 5 Tech Time Expectations chart.
- More *information on grading and attendance* policies will follow in the full Distance Learning Guide.

**5 Tech Time Expectations**

<table>
<thead>
<tr>
<th>VIDEO</th>
<th>AUDIO</th>
<th>ENGAGEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep your camera on for the whole class period.</td>
<td>Mute your microphone unless called on to speak.</td>
<td>Engage in the lesson; ask questions and offer comments.</td>
</tr>
<tr>
<td>TIME</td>
<td>POSITION</td>
<td>Phone away unless a teacher wants you to use it.</td>
</tr>
<tr>
<td>Log in before class starts, stay the whole time, and ask permission for breaks.</td>
<td>Sit upright (no lying down), keep your head and shoulders visible.</td>
<td>Limit side conversations and distracting behavior.</td>
</tr>
</tbody>
</table>

**EACH CATEGORY IS WORTH 1 POINT PER DAY**
Distanced Learning
Email Etiquette Guide

Emails with teachers should **not** look like texts with your friends. Use email etiquette and professional writing – good practice!

### Email Etiquette

1. **Create a brief, informative subject line.**

2. **Include a salutation**, as in: Dear Mr/Ms Name.

3. **Write professionally** – You should use full sentences and a friendly but appropriate tone and a business-like style of prose.

4. **Use proper punctuation** – Adding a period to a text can make the tone sharp, but that is not true in email. Write it like a paper/letter!

5. **Close with a brief next step**: “Please let me know how to turn in this assignment,” or “I will send you the draft by 5pm.”

6. **Sign off** with your name. Yes, they know it’s you, but this is what is expected to close a letter, and thus an email.

7. **Reply to emails within 24 hours** or less, if you can, especially if the email has a specific question for you personally or is time sensitive.

---

**Message 1**

Kara Brady <kbrady@latinpcsd.org>
Bcc: 2023@students.latinpcsd.org

**Tue, Mar 17, 20**

Students,

I hope your first day of distance learning is going well! I hope you are all staying healthy, completing your school work, and getting outside for some sunshine and exercise!

Please be sure that when you are emailing your teachers and administrators, you are emailing with proper email etiquette. The major issue we see, I think, is students emailing us as if they are texting. Please remember to use greetings and closings in emails to teachers as well as proper email titles. You need to use professional writing skills, and now is a great time to practice.

This email serves as an example of a proper and professional email, but if you are confused in any way, please ask for help.

Thank you,

Ms. Brady