

## South Mecklenburg High School

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# MEMO

To: South Mecklenburg High School – Students, Staff, and Families  
From: Mr. Glenn Starnes, Principal  
Date: March 18, 2020  
Re: Remote Learning Staff and Student Expectations

On **Monday, March 23, 2020**, teachers will begin engaging students in supplemental learning opportunities. Additionally, teachers will begin check-ins with students at least once per week via phone, email, and/or digital chat features (Canvas, Google Classroom, Zoom Classroom, etc...). Canvas will be the primary online learning platform; however, teachers may direct students to other sites in order to optimize these supplemental learning opportunities.

As teachers engage students in supplemental learning opportunities, they will provide communication that acknowledges student effort. **NO grades or assessments will be attached.** Our primary goal is to provide human touchpoints/check-ins for students during this time. **We ask that you please make sure that your child checks Canvas daily beginning Monday, March 23.** (See attached for more information.)

Additionally, please make sure that your child checks PowerSchool for any late or missing work for Quarter 3. **All late or missing work for Quarter 3 will be accepted.** If your child has any questions or concerns regarding quarter 3 work/grades, please have the student email their teacher.

We will plan to continue to provide updated information via the school website and ConnectEd as information is provided from the district. Please contact your child's administrator, counselor, and/or teacher if support is needed in anyway.

Attached you will find a comprehensive online learning plan for all South Mecklenburg High School students.

Thank you for your support of the Sabre Community during this time...Go Sabres!

**Sabre Online Learning Plan**  
**Monday, March 23<sup>rd</sup> – Friday, March 27**

**GOALS OF THE PLAN:**

1. Support students academically during this unprecedented school closure, by providing supplementary material only (at this time).
2. Provide communication, flexibility, and balance for staff, students, and parents/guardians.
3. Acknowledge student effort and learning.
4. Be mindful of students and families who are experiencing illness, anxiety, and/or fear during this time.
5. Avoid large amounts of screen time given the long-lasting physical, mental, and psychological impact that it can have on students and staff.

**PLAN:**

1. Remote learning will begin on **Monday, March 23<sup>rd</sup>**. ***\*THIS IS VOLUNTARY FOR ALL STUDENTS\****
2. Communication with students will be mainly via Canvas, however some teachers will use Google Classroom or other platforms. Daily lesson information and other course details will be communicated and posted on the teacher's choice of platform with Canvas as the main platform. Eventually, all content will be delivered via Canvas. Now is a great time to become more familiar with the platform.
3. Teachers will take this opportunity to provide supplementary assignments, practice problems, text readings, etc... and/or host virtual "meetings"/check-ins with students.

4. **COVID-19 BELL SCHEDULE:**

**(Below is a general schedule to follow when providing review opportunities for students. We will continue to follow the 2019-2020 A/B- Day Schedule.)**

6:45 – 9:00 AM	South Meck Staff "Check-In"
9:00 – 10:00 AM	1st Block
10:15 - 11:15 AM	2nd Block
11:30 - 12:30 PM	3rd Block
12:30 – 1:15 PM	Lunch/Brain Break
1:15 – 2:15 PM	4th Block
2:15 - 2:30 PM	South Meck Staff "Check-in"

**(Aligning with this schedule, keep your same "planning" block to check in with team members)**

5. Focus will be on the following, as teachers and students adjust to this new form of delivery:
  - a. Engaging students using supplementary and review material.
  - b. Having students practice, discuss remotely, and/or apply learning.
  - c. Having students review knowledge and skills in relation to learning.
  
6. When using “Conferences” (in Canvas), teachers will “Enable recording for this conference” PLEASE NOTE – “Conference” recordings only last 7 days and cannot be downloaded. They can be recorded with screen recorder software (like Screencastify).
  
7. Teachers can communicate with students via Canvas (or other class platform) when a meeting is SCHEDULED for a class.
  
8. Supplementary material, practice problems, text reading, etc... can be provided to students using the schedule outlined in bullet 4, as a guide.
  
9. Teachers will:
  - a. Respond to all student and/or parent/guardian emails within 24 hours.
  - b. Provide some form of simple feedback/comments on all submitted supplementary tasks.
  
10. Administrators, counselors, and support staff will provide assistance to teachers, students, and parents/guardians, as requested. See below assigned support staff for any necessary communications:
  - a. 9<sup>th</sup> Grade A-Z                      Alison Fisch and James Meehan
  - b. 10<sup>th</sup> – 12<sup>th</sup> Grade A-Gom        Kevin Granger
  - c. 10<sup>th</sup> – 12<sup>th</sup> Grade Gon -Os        Sharon Poston
  - d. 10<sup>th</sup>-12<sup>th</sup> Grade Ot-Z              Erica Gipson

<b>COUNSELOR CASELOAD INFORMATION</b>			
<b>Last Names:</b>	<b>Assigned Counselor:</b>	<b>Last Names:</b>	<b>Assigned Counselor:</b>
A - Cas	Lana Johnson	Sc – Z	Amy Jurusik
Cat – Gom	Toni Naples	9 <sup>th</sup> Grade A-B	Rachel Padrick
Gon – La	Lee Tobin	9 <sup>th</sup> Grade C-M	Jonathon Welsh
Le – Os	Shelby Allen	9 <sup>th</sup> Grade N-Z	Kendra Jackson
Ot – Sa	Kim Preacher	Section 504	Jenee Johnson


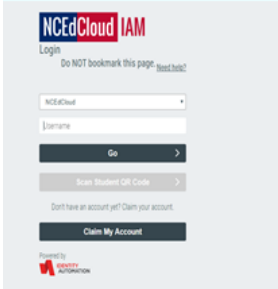
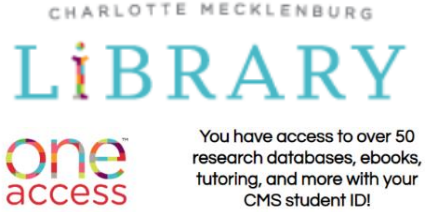
## HOW CAN PARENTS ASSIST?

1. Communicate with teachers, administration, and support staff via email when support is needed as outlined.
2. Sign up as a Parent Observer in Canvas.  
<https://sites.google.com/cms.k12.nc.us/techatthepark/canvas?authuser=0>
3. Monitor what's happening with the help of the public library & its curated resources.  
<https://cmlibrary.org/blog/information-coronavirus-disease-2019-covid-19>
4. Make sure that students are able to log in to OneAccess. <https://cmlibrary.org/oneaccess> or <https://cmlibrary.org/resources>
5. Download the SORA app onto family devices to access CMS & MP e-books.
6. Download Libby app onto family devices to access CM Public Library e-books.
7. Ensure that students have access to Wi-Fi. Contact Rebecca Martin if students need technology support.

## ADDITIONAL REMINDERS:

1. The district will advise Principal Starnes regarding midterms and the close of quarter 3.
2. Any district requirements for online plans will be communicated through Principal Starnes and a REVISED plan will be created and shared with teachers, students, and parents/guardians as soon as possible.
3. This is a time to provide supplementary material and practice, based on previously introduced content only.
4. Do not **require** students to print anything nor submit any work.
5. Avoid assigning "busy work".
6. Be creative with any optional work you post and consider options such as photos, document scans, etc. **\*\* Keep in mind that only review assignments are to be posted.**
7. Eventually, all content will be delivered via Canvas. Now is a great time to become more familiar with the platform.
8. We hope to get additional information about make-up work and assessments, semester exams, etc. Once that information is made available, it will be communicated.
9. Set up a Zoom account if you do not currently have one. Zoom is a video conferencing platform that will allow for Specially Designed Instruction.
  - a. Familiarize yourself with how to use Zoom. (Know how to schedule meetings, invite students to attend, share your screen, annotate, type, highlight, mute, record sessions, etc.) <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials%C2%A0>

**DIGITAL TOOLS AVAILABLE TO TEACHERS AND STUDENTS:**

	<p><b>Download the Sora app or access through <a href="http://www.soraapp.com">www.soraapp.com</a></b></p> <ol style="list-style-type: none"> <li>1. Click Find My School and then Login with NCEdCloud</li> <li>2. Once logged in you're all set to find great books!</li> <li>3. You can also add additional libraries! Make sure to add the Charlotte-Mecklenburg Public Library and the NC Kids Digital Library.</li> </ol>
<p><b>my.ncedcloud.org</b></p> 	<p><b>Steps for Students to Access NCEd Cloud (PowerSchool, Canvas, SchoolNet, Course Registration)</b></p> <p>Step 1: Enter my.ncedcloud.org directly into the address bar (use Chrome or Firefox)</p> <ul style="list-style-type: none"> <li>● do not Google the site</li> <li>● do not Bookmark the site</li> <li>● Do not use a shortcut</li> </ul> <p>Step 2: Enter username (student ID number)</p> <p>Step 3: Enter student-created password</p> <p>Step 4: Click Go</p>
 <p>CHARLOTTE MECKLENBURG <b>LIBRARY</b> <b>one access</b></p> <p>You have access to over 50 research databases, ebooks, tutoring, and more with your CMS student ID!</p>	<p><a href="http://www.cmlibrary.org/oneaccess">www.cmlibrary.org/oneaccess</a> or <a href="http://www.cmlibrary.org/resources">www.cmlibrary.org/resources</a></p> <p>When a digital tool is selected by clicking Access Now, students will use the below info to gain access.</p> <p>Login: CMS Student ID Pin: 4 digit birth year</p>

## CMS Parent Suggestions for Remote Learning

	Suggested amount of minutes engaged in optional supplemental learning per course per week
4-5	60 minutes
6-8	90 minutes
9-12	120 minutes

How can I support my student as a remote learner?

- Familiarize yourself with your student's remote learning opportunities.
- Make sure your student participates in teacher check-ins, independent study and reading time, and any collaborative time with group members. (See suggested student schedule sample).
- Check your child's remote learning program (Google Classroom, Canvas) optional supplemental learning assignments.
- Pay attention to opportunities for check-ins with your child's teacher, counselor, etc.
- Encourage students to do their best when completing supplemental learning opportunities.
- Remind students to self-advocate and communicate openly with concerns and needs during teacher check-in's, if needed.
- Support your student in starting the Remote Learning Day early. Waiting until the late afternoon or evening to start work adds unnecessary stress and creates missed opportunities for collaboration and feedback.
- Remind your student to take frequent breaks to stay focused.
- Find a dedicated workspace to maximize time on task and facilitate remote supplemental learning.

## CMS Student Suggestions for Remote Learning

	Suggested amount of minutes engaged in optional supplemental learning per course per week
4-5	60 minutes
6-8	90 minutes
9-12	120 minutes

As a student, what are my opportunities as part of a remote learning community?

- Check Canvas for supplemental assignments and resources regularly.
- Pay attention to possible check-ins offered by your teachers.
- Put in your best effort and reach out to collaborate with your peers when applicable.
- Self-advocate. Reach out to teachers, counselors, family members, and peers when you need any help for any reason.

As a student, how can I stay organized?

- Map out your suggested schedule for the week, considering the remote supplemental learning suggested for you, your teachers' check-in's, independent study and reading time, and any collaborative time with group members.
- Start your Remote Learning Day early. Waiting until the late afternoon or evening to engage in your supplemental learning may add unnecessary stress and create missed opportunities for collaboration and feedback.
- Divide supplemental learning activities into smaller chunks of time. Take short breaks to increase focus and stay motivated to complete tasks on time.
- When you are completing work remotely, reduce distractions.

As a student, how do I stay connected?

- Ask your teachers questions! Use email and the Canvas inbox.
- Reply regularly to your classmates' products and course discussion boards. Use feedback on your products to revise your thinking and guide further learning.
- Create virtual collaborative groups with other class members in addition to the time you schedule for teachers and independent time.
- When possible, check in live, online rather than always sending a chat, text or email. Human connection is important!