Guidelines & Expectations for Online Learning

The Academy for Math, Engineering & Science expects each student to attend online classes using the Zoom platform following their daily schedule. The teacher Zoom link is within the teachers Canvas account. To start school go into your student/Canvas account for the class. For each class thereafter this is where you would find the ZOOM link for “live” instruction. If you don’t have Zoom, you can download it free from zoom.us/download. It is required that you have a webcam and microphone to fully participate in the class. If this is currently not possible, AMES will lend you a device that will enable you to participate.

Classes will be recorded and made available on Canvas, so if you need to miss a lecture you can always watch it later. Class recordings will not be made available to the general public and will be deleted at the end of the semester, but be aware that a recording will exist for a few months. Because of this, please refrain from giving out any sensitive personal information during class time, such as grade information, ID numbers, housing details, etc. You will also need to access Canvas regularly to receive class announcements, access the videos, and obtain homework. You will also submit your homework and exams online via Canvas.

If you have a tablet or a similar computerized writing surface, the simplest method is usually to download the exam or homework pdf, write directly on that, and then re-upload it to Canvas. Otherwise, if you have a printer you can print out the exam, write on that, and then scan and upload the write-up. If you do not have a printer, you can simply write your solutions on a blank piece of paper, clearly indicating which problem you are solving. If you do not have a scanner, many apps convert your smartphone into a scanner.

Teachers will be teaching each class for 45 minutes live online or synchronous. The rest of the class period will be used for in class homework, discussion or interaction with the teacher. Each student is expected to attend the 45 minutes of synchronous class time and asynchronous class time is highly encouraged. This will look like a regular school day. Students will attend as if it is a school day from any other year except students will be using the digital platform. They will attend school following their schedule. All students and families that need a computer or a hotspot will be supplied with what they need.

Schedule:

AMES will be following an A/B day schedule. Friday students will not have “live” online classes but it will count as a regular day in the schedule. Therefore, if Thursday was an “A” day, Friday would be a “B” day and Monday would again be an “A” day. Students will be given 10 minutes from the assigned starting time for the class to log online. Synchronous teaching/learning will begin ten minutes from the start of class.
AMES Bell Schedule

<table>
<thead>
<tr>
<th>MONDAY-THURSDAY BELL SCHEDULE</th>
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<tr>
<td><strong>BEG</strong></td>
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<td>2A OR 2B</td>
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<td>3A OR 3B</td>
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<td>2ND LUNCH</td>
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<td>4A OR 4B</td>
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<td>5A OR 5B</td>
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Faculty Availability/Office Hours:

Friday from 9:00 – 10:45 teachers will be available to respond to e-mails and or will have open office hours for student/parent contact. Teachers will respond to e-mails during their preparation periods Monday-Thursday

Grading:

Grades are based on three categories, weighted as shown

40% Homework, in-class assignments and homework quizzes

20% Online participation based on the expectation of 90 minutes per week per class

<table>
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<tr>
<th>Criteria</th>
<th>Rating</th>
<th>Points per session</th>
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| Attendance (school-wide) | 3 points for full session, live attendance
  • -1 if tardy
  • -1 if exits meeting before dismissal
  • Excused absences can make-up these points by viewing video and completing assigned tasks
  • Please contact teacher for specific instructions | 3 points possible |
| Participation | This is where individual teachers can describe what the participation task is for each live session. | 2 points possible |

40% Tests, research projects/papers and Special Projects

Homework and/or in-class assignments will be given almost every day and will be due at the beginning of class on the next day that we meet. Students are allowed to turn in two late homework assignments
per term if they turn them in before the class takes the test that covers that material. After the big test for a unit has been given, no more late homework for that unit will be accepted.

Students should be prepared for class each day. Students who score poorly on homework quizzes may retake those quizzes in hopes of getting a better score if they do it before the class takes the test that covers that material. There is no limit on the number of quiz retakes that a student may attempt, but there is a time limit. After the big test for a given unit has been taken, no more quiz retakes for that unit are allowed.

During each term, one or more special project or large writing assignments might be assigned that will require a fair amount of work outside the classroom. These special projects will count, as much toward the final grade as does a major test.

**In Case of Absence:**

Students who miss a synchronous class without having an approved reason for the absence will lose participation point for that period and may not be allowed to make up the assignments, quizzes, labs, or tests that they missed. You are expected to attend each class. Excused absences will allow work to be made up.

Homework that was due on the day you were absent will be due on day your return. Homework that was assigned while you were absent can be made up without counting as late if the work is submitted within one week of the student’s first day back.

Tests and exams will be opened during synchronous instruction. Students will be expected to attend the class. If tests are missed, they will need to be made up with special permission by the teacher.

Students will be expected to adhere to the AMES Internet Use Agreement and to be careful and appropriate in the use of school resources. Students must report all damage of resources, equipment malfunctions and discovery of inappropriate use immediately.

**Skills to Help You in Class**

1) **Go to Class.** The best way to make sure you are successful in any class is to attend each and every day. There is a difference between just passing a class and learning the material for the class. The discussions, examples, and interactions you gain from participating in class each day are invaluable to your ability to master the content required to be successful.

2) **Don’t Give Up.** Your class may be the first class that doesn’t just come easy to you. Many students can become frustrated with not having immediate success and give up. It is a difficult subject to master, but if you work hard and don’t give up, you can learn it. It may be the first class you receive a lower grade than an A, but you should be proud of whatever grade you earn in the class.

3) **Don’t Procrastinate.** Attend your online class. Use the other class time to complete your assignments. It is not something you can put off and have success with. Mastering the content requires you to build concepts on top of other concepts from the course. If you fall behind and don’t understand a concept, all of the more advanced concepts that build off that one will be very difficult to understand.

4) **Read the Text.** Many students have made it through their academic career up to this point without having to actually read the textbook to be successful. Learning to use a textbook is a
skill that will help you for the rest of your academic career, especially at the college level where the pace of learning is much faster than in high school.

5) **Do Your Own Work.** Turning in assignments with the correct answers on them because they have been copied off of someone else only hurts you in the long-run. Most college courses do not offer any points for problems/homework, so homework problems are there to help you learn how to do the material on your own prior to having to show your mastery of it on the test.

6) **Practice, Practice, Practice.** The only way to master anything is to practice it repeatedly. Doesn’t matter if it is riding a bicycle, playing video games, or any other thing in your life. You will be good at what you spend the most time practicing. The only way to get good at anything is to practice it repeatedly.

7) **Get Help.** When trying to practice, you may be stuck and not be able to remember a concept or quite know how to do a problem. Get help from a friend who may know the concept better than you know or come in and ask for help from the teacher. Not everyone is going to understand each topic the first time or way it was explained to him or her. It may require a different explanation for example to click.

**Have Fun.** Learning new things is fun, especially learning difficult things. Even though it is going to be a lot of work to master the content for the class, we will try ways to make it fun with labs, discussions, and projects, but at the end of the day, your attitude about school will determine how much fun you have or do not have throughout the year.

**Minutes online**

45 minutes of Synchronous or “live” participation is the expectation. The remainder of the period will be used of asynchronous or “not live” where students can complete reading assignments, work on assignments, or complete projects or interact with their teacher.

**Participation points for Synchronous Attendance**

45 Minutes per class twice a week is the expectation or 90 Minutes per week per class in Synchronous attendance.

**Learning space:**

Students will be expected to be online each day and attend each days classes both synchronous and asynchronously. We want you to create a learning space where you will be each day. If you are using your electronic device’s camera to attend the class, you should be dressed for school. You do not have to use a camera to attend class if you choose not to. Your learning place should be free of distractions. If you are using your camera, please include a background that allows for no distractions and a clear view of you as a student. You are attending school so headphones and background music should not be playing.

Use headset with microphone when available
Remind of appropriate dress
Do not share meeting code with others
Find a quiet space with good lighting (re Paul’s previous suggestions)
Use their full name
Enjoy and have fun during class!