

ESSEX COUNTY SCHOOLS OF TECHNOLOGY

2020 SUMMER SCHOOL GUIDELINES/REGULATIONS/PROCEDURES

Contributors

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SUMMER SCHOOL ADMINISTRATION

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SUMMER SCHOOL COUNSELORS

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SCHEDULE:

Instruction: Synchronous/Asynchronous blend

Remedial/Credit Accrual Rotation:

Dates: Monday through Friday, June 25, 2020, through August 6, 2020

Times:

- Session 1:** 8:30 a.m. - 10:30 a.m.
- Break:** 10:30 a.m. - 10:45 a.m.
- Session 2:** 10:45 a.m. - 12:45 p.m.

Incoming 9th Graders Rotation:

Dates: Monday through Friday, July 6, 2020, through August 6, 2020

Times:

- Session 1:** 8:30 a.m. - 9:50 a.m.
- Session 2:** 9:50 a.m. - 11:10 a.m.
- Break:** 11:10 a.m. - 11:25 a.m.
- Session 3:** 11:25 a.m. - 12:45 p.m.

Transition Academy Rotation:

Dates: Monday through Friday, July 6, 2020, through August 6, 2020

Times:

- Session 1:** 9:30 a.m. - 11:00 a.m.
- Break:** 11:00 a.m. - 11:15 a.m.
- Session 2:** 11:15 a.m. - 12:45 p.m.

Final Exams: August 3 & 4, 2020

VIRTUAL PLATFORM

The 2020 Remedial, Credit Accrual, and Summer Enrichment Programs will be remote learning experiences. All instruction will take place using Edmentum and Google Classroom Resources. Teachers will also utilize virtual platforms such as Google Meets, Google Hangouts, or Zoom to provide direct instruction and to support learning.

- **All students must project a live image during instruction to confirm participation and attendance.**

REQUIRED PARENT/GUARDIAN ENROLLMENT ACTION FOR SUMMER SCHOOL:

REMEDIAL/REQUIRED CREDIT ACCRUAL SUMMER PROGRAM:

1. Read this document thoroughly and completely!

2. Understand that students who do not take and pass a summer remedial course that they failed during the 2019-2020 SY or did not take to meet graduation requirements, will NOT be permitted to return to ECST in September 2020.
3. Accept that students who do **NOT** meet the guidelines for attendance, grading, and conduct will be immediately dropped from the program.
4. Parents/Guardians must confirm their child's attendance by June 19, 2020, by completing the Remedial Summer School Parent/Guardian Registration Contract and acknowledging the Guidelines, Regulations, and Procedures @ <https://forms.gle/SGWNPD93uvNPXoAx7>

OPTIONAL CREDIT ACCRUAL SUMMER PROGRAM:

1. Read this document thoroughly and completely!
2. Understand that students who do NOT meet the guidelines for attendance, grading and conduct will be immediately dropped from the Credit Accrual Program.
3. Parents/Guardians must confirm their child's attendance by June 19, 2020, by completing the Credit Accrual Summer School Parent/Guardian Registration Contract and acknowledging the Guidelines, Regulations, and Procedures @ <https://forms.gle/V9UNUPfB6cE12zpN9>

INCOMING 9TH-GRADE/TRANSITION ACADEMY SUMMER ENRICHMENT PROGRAM

1. Read this document thoroughly and completely!
2. Understand that students who do NOT meet the guidelines for attendance, grading and conduct will be immediately dropped from the Incoming 9th-Grade Summer Enrichment Program.
3. Parents/Guardians must confirm their child's attendance by June 30 , 2020, by completing the Incoming 9th-Grade Summer Enrichment Program Parent/Guardian Registration Contract and acknowledging the Guidelines, Regulations, and Procedures @ <https://forms.gle/gp5VBbGd6cuYANVq5>

TRANSITION ACADEMY SUMMER ENRICHMENT ACADEMY

1. Read this document thoroughly and completely!
2. Understand that students who do NOT meet the guidelines for attendance, grading and conduct will be immediately dropped from the Incoming 9th-Grade Summer Enrichment Program.
3. Parents/Guardians must confirm their child's attendance by June 30, 2020, by completing the Summer Enrichment Program Parent/Guardian Registration Contract and acknowledging the Guidelines, Regulations, and Procedures @ <https://forms.gle/wYsSiZCkfGY92GRQ7>

COST: Free

THERE WILL BE NO BUILDING ACCESS FOR SUMMER SCHOOL STUDENTS

SUMMER ATTENDANCE/TARDINESS:

The following attendance policies and rules apply to all students enrolled in the Summer School Program:

- Students are expected to log onto the virtual classroom daily for 60-minutes minimally at the beginning of all 4-hour Remedial or Credit Accrual classes via Zoom, Google Meet, or Google Hangouts.
- Students are expected to log onto the virtual classroom daily for 40-minutes minimally at the beginning of all 2-hour Remedial or Credit Accrual classes and all 80-min Enrichment classes via Zoom, Google Meet, or Google Hangouts.
- Daily student attendance will be taken by the teacher via the Google Attendance Form provided by summer school administration.
- If a student has a technical issue or is unable to logon, the student must email the summer school Vice-Principal, Jenabu Williams @ jwilliams@essextech.org.
- Any tardiness in excess of fifteen (15) minutes may be considered as one (1) absence.
- Two (2) tardies of less than 15 minutes will be counted as one (1) absence.
- Students who have more than two (2) legal absences from a class will be dropped from that class and will not be entitled to a grade. Parents/guardians will be notified.
- Incoming 9th-Grade students with excessive tardies and absences will be dismissed from the summer program. Those students will have to appeal to their respective principal for admissions in September 2020.
- An email note from a parent/guardian is required for each tardiness or absence.
- Every effort will be made to notify parent/guardian after each absence or tardiness.

SAFETY AND SECURITY:

Students interfering with the safety or security of Google Classroom, Google Meet, Google Hangouts, or Zoom and/or their occupants will be subject to disciplinary action. Serious violations, such as the reference of drugs, alcoholic beverages, violence, etc. will result in immediate dismissal from Summer School and referral to local police agencies for appropriate action.

CURRICULUM

The material covered in all summer courses is based upon New Jersey Student Learning Standards and will be delivered via Edmentum Courseware. Upon satisfactory completion of courses, grades will be calculated and added to student's transcripts. Credits will be awarded accordingly.

GRADES:

- A. Participation Grade is an important component of the final grade. Lateness, absences, and daily participation will be included in determining the final grade.
- B. Final reports, including class average for the six-week session, the final examination grade will be e-mailed to parents/guardians for remedial and credit accrual courses.
- C. Students must take the Summer School Final Exams/Post Assessments on **August 3 & 4, 2020**

ACADEMIC INTEGRITY:

The ability and responsibility of students to use their own ideas, works, creations, and knowledge in completing exams, projects, reports, etc. is a guiding principle of public education in a free and democratic society. Students who cheat and/or plagiarize (use the ideas or words of another without full acknowledgement) will receive a zero on the assignment, not be permitted to re-do it and are subject to possible suspension/dismissal.

ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES:

The reason for using an Internet service for educational purposes is to support teaching and learning.

With the privileges and rights of an Internet/device user in an educational setting come certain responsibilities and regulations that include, but are not limited to:

1. Avoiding inappropriate sites.
2. Complying with copyright laws.
3. Appropriate communication/behavior via the Internet.
4. Respecting the virtual classroom environment.

Should any regulation or instructor's guideline/direction be violated, access privileges may be revoked and school disciplinary and/or appropriate legal action may be taken.

Inappropriate or unauthorized usage of school equipment or Internet access or violation of any usage agreement with regard to Internet access is prohibited.

Consequences, which may be imposed on students include, but are NOT limited to the following:

1. Warning
2. Temporary loss of email/Google Classroom access
3. Removal from class
4. Dismissal – every effort will be made to consult with the student and his/her parent/guardian prior to dismissal.
5. Referral to the appropriate law enforcement agency.

HARASSMENT, INTIMIDATION, AND BULLYING

Essex County Schools of Technology is committed to providing a caring, friendly, and safe environment for all of our students, so each child may learn in a safe and relaxed atmosphere. Harassment, intimidation, and bullying (HIB) of any kind is strictly prohibited. HIB is described as disruptive or violent behaviors that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, and bullying is described as behavior that may involve a real or perceived power imbalance.

Any HIB related concerns should be reported to the summer school Principal, Anibal Ponce, aponce@essextech.org, Vice-Principal, Jenabu Williams jwilliams@essextech.org, or the HIB Specialist, Andrew Turner, aturner@essextech.org and an investigation will be conducted immediately.

SUGGESTIONS FOR STUDENT SUCCESS:

1. Set an alarm and stick to it! Waking up the same time every day is important to setting up your routine.
2. Get dressed and change out of your pajamas.
3. Have breakfast and collect your materials.

4. Choose a quiet place to complete your work in. Use headphones if it helps you.
5. Try to keep focused during your classes.
 - a. ○ Avoid distractions like open tabs that don't have to do with your work.
6. Take breaks, when provided, but be mindful of your time so you don't get behind.
7. Check your progress in Edmentum frequently.

For each course:

- Read the entire lesson assigned by your teacher to understand what the expectations are.
- Make sure you understand the order in which assignments are to be completed.
- Check on Google Classroom for what is required to be submitted - make sure to submit these pieces so that your attendance will be marked as *Present* for that class for that day.
- Pay attention to what your teacher is doing and saying.
- Ask questions.

Don't wait until the last minute. If you have a question, try reading the assignment again, asking a friend, and if that doesn't answer your question then email your teachers during regular school day hours.

AFFIRMATIVE ACTION - ANTI-DISCRIMINATION

Essex County Schools of Technology shall provide equal and bias-free access for all students to all school facilities, virtual platforms, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. Every student attending our schools and faculty members have a right to feel safe, cared for, and respected.

Essex County Schools of Technology has a Zero Tolerance Policy for discriminatory, hateful, offensive, disrespectful, lewd, pro-violent, anti-social, or other derogatory actions.

Consequences of HIB and discrimination include the following:

1. Removal from class
2. Dismissal – every effort will be made to consult with the student and his/her parent/guardian prior to dismissal.
3. Referral to the appropriate law enforcement agency.

TECHNOLOGY SUPPORT:

Technical Helpdesk Support:

Monday through Friday from 8:00 am till 1:00 pm
 Contact Number: (973) 412-2295 or (973) 412-2283
 Email: Helpdesk@essextech.org

Device Pick-up and Swap Location:

Monday through Friday from 9:00 am till 12:00 pm.
 9th Avenue Entrance
 Donald M. Payne Tech
 498-544 West Market Street

Newark, New Jersey 07107

ONLINE RESOURCES FOR STUDENTS:

Zoom (<https://zoom.us/signup>)

Video Tutorial: <https://www.youtube.com/watch?v=9guqRELB4dg>

Zoom Video Communications is a remote conferencing services company headquartered in San Jose, California. It provides a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration.

Padlet (<https://padlet.com/>)

Video Tutorial: <https://www.youtube.com/watch?v=2lIMVGf30w>

Padlet is an application to create an online bulletin board that you can use to display information for any topic. Easily create an account and build a new board. You can add images, links, videos, columns for sorting or refining organization, and more.

Kahoot (<https://kahoot.com/>)

Video Tutorial: <https://www.youtube.com/watch?v=ex8Hnl94IQE>

Kahoot is a free, game-based learning platform that helps make **education** fun. The games are made up of multiple-choice questions, which can feature embedded videos and images. Students can compete against each other and in groups when completing the games.

PowToon (<https://www.powtoon.com/index/>)

Video Tutorial: <https://www.youtube.com/watch?v=IEQiZQi-aGY>

PowToon is Web-based animation software that allows you to quickly and easily create animated presentations with your students by manipulating pre-created objects, imported images, provided music and user created voice-overs.

Flipgrid (<https://auth.flipgrid.com/signup>)

Video Tutorial: <https://www.youtube.com/watch?v=vJOoloQ7k5Q>

Holly Clark, education strategist and coauthor of *The Google Infused Classroom*, says video discussion platform **Flipgrid** is a great tool for teachers to capture information about student learning and growth. Flipgrid is a free app where teachers can post a question or other cues for student response, and students can then reply with short videos.

Quizalize (<https://www.quizalize.com/>)

Video Tutorial: <https://www.youtube.com/watch?v=3M3We-Sl0tM>

Quizalize turns quizzes into fun interactions and friendly competitions. Deer Park, New York, social studies teacher **John Heeg** uses the platform because it allows him to administer **formative assessments** as either a game or an assignment, giving him data on student performance. There is a free option and an upgraded low-cost option to suit any teacher's needs.

How to Create Digital Assignments for Google Classroom | EDTech Made Easy

https://www.youtube.com/watch?v=mDBO40_qmt4

Comcast

<https://corporate.comcast.com/press/releases/internet-essentials-low-income-broadband-coronavirus-pandemic>

Spectrum

<https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more>

ATT

<https://about.att.com/pages/COVID-19.html>