AUC

Distance Learning Addendum
to Parent & Student Handbook

2020-21

Instructional Continuity Plan Addendum & Contract to the Parent & Student Handbook

Dear Parents and Students,

We hope you are all well, safe, and ready to start a new school year full of excitement and opportunities for personal growth. These past several months have been challenging for all of us, both personally and professionally, yet, at Archimedean, we believe that effective learning must always continue and that hardships can be overcome, and even used to catapult us all towards the building of new skills and the gaining of greater insights. While other students' education ground to a halt in schools across the nation, Archimedean students continued their educational journeys through live classes and the continued interaction and support of Archimedean staff, faculty, and administrators. This year again, Archimedean Schools will be here to help each of your navigate difficult times and excel in your academic pursuits. No matter what is in store for this new school year, strong, optimistic, and determined as always, we plan to deliver an excellent education and support system to all our students, whom we will forever consider part of the Archimedean Family and, thus, deserving of nourishment, knowledge, empowerment, and the best opportunities for success and fulfillment ahead in life.

Last year, the Archimedean Schools followed CDC guidelines to ensure the safety of our students and staff. The same will be ongoing throughout this school year. Below, please find clarifications regarding the roles and expectations of students, teachers, and families during our time engaging in distance learning. This information serves to enhance the Parent & Student Handbook families should familiarize themselves with, which is found on **our school's website.** Archimedean Upper Conservatory will be using Zoom as its main platform to conduct online instruction.

(Further below you will find information on the ZOOM ETIQUETTE we request all students to follow).

Learning Modalities During the Phases of the Pandemic

- **During Phase 1**: Archimedean Schools will be online starting August 31, 2020, until October 5, 2020. In September, the MDCPS Superintendent will re-evaluate the status of the viral outbreak within the greater Miami community in order to determine when and if schools will move out of Phase 1 and into Phase 2.

- **During Phase 2**: Based on the survey responses submitted to Archimedean Schools when the time comes, students will follow their classes either in person as part of our "Brick and Mortar" modality or continue their learning from home through our online platform.

- **During Phase 3**: All students will attend classes in person as part of our "Brick and Mortar" modality.

Classes begin in PHASE 1 on Monday, August 31st , 2020

Attire

Students must wear their regular, button-down, long-sleeve-shirt-and-khaki-pant A.U.C. uniform during their synchronous e-learning school day Monday through Friday. Students in grades 10 through 12 may switch out their button-down shirts for the A.U.C. "Knowledge is Freedom" three-quarter-sleeved shirts with khaki pants only on Wednesday. When engaging in physical exercise during or for our P.E. classes, the official A.U.C. P.E. uniform (both the assigned t-shirt and shorts) must be worn instead of the regular, full-day uniform, which students must wear to all other classes. The P.E. uniform will be enforced equally to the uniform policy in place for the rest of the school day. Click **HERE** to download Uniforms Catalogue.

School Hours and Schedule

Regular school hours run from **8:30 A.M. to 4:30 P.M.**, except on Fridays when students are instead dismissed at **3:30 P.M.** Student class schedules will be available in Archie when the new school year starts. Students will have to log into their Archie accounts, navigate to " my schedule," which will also contain their course Zoom links in the last column.

School Lunch

Archimedean Schools will provide Grab & Go Lunches during Phase 1. Archimedean School Lunch Contracts will go home in Phase 2.

Your Free and/or Reduced lunch status from last year will expire on September 15, 2020, so please make sure you re-apply as soon as possible by clicking **HERE.** We urge everyone to apply who may be eligible, even if you will not be utilizing Archimedean's lunch services, since qualifying for this federal program benefits a student in other ways such as by gaining access to additional summer enrichment program scholarships and opportunities as well as by having multiple standardized tests (taken at various points throughout 9-12th grade) and college application fees waived.

Attendance Policy (Same as the physical, in-person school policy):

Student attendance will be taken by each teacher at the start of each class, every day. If the student does not attend classes for the day, they will be marked as UNEXCUSED absent. On the other hand, if the student arrives later in the school day, they will be marked TARDY for that day and UNEXCUSED absent from the classes missed. Students will remain unexcused unless the parents provide a valid justification for the absence within 5 days. Not all absences can be excused **(see our Parent & Student Handbook).**

Grading Policy

Grades will be based on student performance. All means will be used to ensure grading reflects a student's ability to accomplish the learning targets and goals set by the teacher. Students will be given homework, participation, quizzes, and test grades **(see our Parent & Student Handbook).** More information will be forthcoming.

Archimedean I.T. Department E-Learning Tips

Check Home Internet Speeds at https://www.speedtest.net/

- Zoom requires 5 Mbps download and at least 1.5 Mbps upload speeds. If you do not have these, please update your connection.
- The current main internet providers in Miami are AT&T and Xfinity, which might still offer plans at discounted rates to students during these COVID times.

Zoom

- Zoom is the platform that will be used to broadcast our classes.
- Once the Zoom link is clicked, the program will be installed automatically.
- Microphone, speakers, and a camera are required (headphones are suggested).

Archie

Archie is the School's Content Management System: **http://sis.archimedean.org**

- Login to see the student's schedule and get class Zoom links.
- Teachers may posts assignments and resources in Archie as well.
- Students are able to submit their completed work, PDF documents, if teachers request it.
- Usernames and passwords can be retrieved by emailing **support@archimedean.org**

The Preferred Browser

- The preferred browser is Firefox.

- Go to **www.firefox.com** to download or update your browser.

Scanning Software Mobile Platforms

- Documents must be uploaded as PDFs into Archie

- Use ONLY the following two Apps if you need to use your tablet or your phone to scan your work into PDF documents

  1. **Cam Scanner**

  2. **Adobe Scan Digital PDF Scanner**

PDF converters for Desktop/Laptop Computers

- All Mac/Linux computers have a PDF converter built-in. No extra software is needed. To convert anything to PDF on a Mac, use **this guide.**

- Most Windows computers also have PDF converters built-in. To convert anything to PDF in Windows, use **this guide.**

Archimedean Laptop Lending Program

- In case families need to borrow a laptop, they can do so on specified dates.

- The initial dates were set for August 18 from 9:00 A.M. to 1:00 P.M. and 19 from 1:00 P.M. to 6:00 P.M. More dates may be added based on available supplies.

- To report any issues with a school laptops, email **support@archimedean.org**

- If the Archimedean laptop says that the password expires, do not change it. Keep all fields empty and click submit.

STUDENT COMPUTER USE, NETWORK USE, A.U.C.'S BRING- YOUR-OWN-DEVICE (B.Y.O.D.) POLICY, & STUDENT SAFETY

Archie Accounts

- It is imperative that students refrain from sharing their Archie usernames and passwords. If students feel their Archie account has been breached, they should go in and change their password right away.

- To change your password, sign in to Archie and click on your name in the top, right-hand corner. Once the new page loads, select the link to "Change Password" in order to find the page from which to execute this task.

- Recommended Apps for Making PDFs to Upload Assignments into Archie

  - **Cam Scanner**

  - **Adobe Scan Digital PDF Scanner**

School Network

- There is no privacy on the school's network, implied or otherwise. The network is owned by the school and its use is a privilege, not a right. This privilege can be revoked at any time, either by the violation of school policies or by the decision of an administrator.

- Personal devices, such as laptops and tablets, can log on to the Schools' network if the user already has a login password and follows the guidelines in the B.Y.O.D. policy section below.

- Any attempt to gain administrator rights on any of the school's computers, servers, network, or phones will result in an immediate suspension.

- In case of the destruction of any equipment (laptop, server, network device, etc), either by accident or malicious intent, the school property policy goes into effect.

- Any attempt to "hack" any system, anywhere in the world, will result in strict administrative action.

School Laptops (MacBook Pros)

- Currently the only account that is authorized for use is the "student" account. If a laptop is found logged in to a different account, report it immediately to a teacher or an administrator.

- The only authorized browsers are Apple's Safari and Mozilla's Firefox. All other browsers (Chrome, Opera, etc) should not be used, unless specifically directed by a teacher or administrator. If one of the unauthorized browsers is found on a laptop that you are currently working on, it should be immediately reported, otherwise you will be found in violation of school rules.

- The application "Dashboard" should not be used at all.

- Widgets or any kind of games are prohibited.

- The laptops have a custom-built application that takes random screen shots and webcam pictures, emailing them to the network administrator. The webcam may never be covered.

- Online gaming websites like miniclip, addictive games, etc are strictly prohibited.

- Accessing social media sites, online blog sites such as tumblr, blogger, and alike, and/or chat sites like omegle and alike are prohibited.

- The downloading of applications that do not need installation like Google's Chrome, Valve's Steam, etc are not allowed. In case that one of these applications is placed on a computer you extensively use, report it to a teacher immediately, otherwise you will be found in violation of school rules.

- Access to the terminal is strictly forbidden, unless required by your course.

- As a general rule, the first thing a student needs to do when they get a laptop is to check if the laptop is in full working order (the keyboard is intact, monitor is not cracked or scratched, etc) and to check that there are no unauthorized applications running on the computer. If any of the above is found, this needs to be reported to a teacher or an administrator immediately.

Bring Your Own Device (B.Y.O.D.) Policy

- Students can bring their own devices (laptops and tablets) to the school to use if they have a username and a password to log on to the Archimedean School's network.

- As stated in the safety section of this document below, certain provisions have been set up to ensure CIPA compliance on the school's network. Any attempt to by-pass these provisions will result in strict administrative action. Examples of attempts to bypass these provisions are the use of VPN gateways to mask the destination of network traffic.

Safety

- Pursuant to the Children's Internet Protection Act (CIPA) of 2001, the school uses a filter that constantly monitors and blocks inappropriate websites based on keywords and/or URLs.

- All proxies, R-rated, and pornographic sites are blocked by default.

- The filter is automatically updated and can also be manually changed by the administrators if a website is mis-categorized.

- All A.U.C. students cannot use any computers on campus unless they get permission from their teacher or an administrator to do so.

- All social media websites are blocked (Facebook, Instagram, Google+, and more).

- Students may not access any chat rooms without the explicit consent of their teacher or principal.

- Students should never disclose any personal information of themselves or their classmates to anyone over the internet.

- The school's network uses a Botnet and Malware blocker to ensure that users' personal information is secure.

Stakeholder Expectations

STUDENTS

- All A.U.C. Parent & Student Handbook policies apply unless otherwise stated in this document.

- Participate, behave, and complete your work with honesty and integrity.

- Stay focused during class and refrain from engaging in distracting behaviors or wandering onto other sites and devices.

- Follow the appropriate and given use of technology and internet policies. Participate in all online sessions to the best of your ability as you aim to engage in your learning, master the material being covered, and build or refine skills.

- If absent, please review the recorded sessions and shared resources of the classes missed.

- Complete your work and studies with quality effort and submit assigned items on time.

- Communicate with and seek help from your teachers in a timely manner. Understand that the school will have full and complete access to the work you submit and any commentary posted or shared.

- Students are expected to follow not just their teacher's class policies, but also all e-learning etiquette as outlined in the following graphic:

ZOOM ETIQUETTE

MUTE YOURSELF

BE ON TIME

WEAR YOUR UNIFORM

TURN ON VIDEO

CENTER YOURSELF IN FRAME

COME PREPARED

SIT STILL & UPRIGHT IN CHAIR

BE RESPECTFUL

FIND A QUIET PLACE

RAISE YOUR HAND TO TALK

NO EATING

PARENT/GUARDIAN

- All A.U.C. Parent & Student Handbook policies and the entirety of the Parent Contract apply to the e-learning modality as well, unless otherwise stated within this document.
- Check email from Archimedean personnel daily.
- Assist your child in obtaining required assignments and with staying informed about school and study work due for their classes.
- Ensure that your child has the necessary materials and school supplies needed to participate effectively in their classes and studies, the proper equipment to access their lessons and complete their school work, and internet access.
- Provide your child with a safe, quiet, distraction-free, and appropriate place to attend classes, learn, and study.
- Ensure that your child has time to work on their assignments and studies every day.
- Track your child's school progress and monitor the quality and completion of their work.
- Encourage your child to seek help when stuck, frustrated, or worried.
- Ensure that your child completes their own work with minimal help from others and only when such consulting with others is allowed.
- Communicate concerns with the faculty and/or administrators as needed.

SCHOOL

- As always, A.U.C. will strive to carry out its mission and vision to the best of everyone's abilities regardless of the learning modality the student is following or the phase of reopening our community and school is in.
- A.U.C. will provide readiness and technical support for distance learning.
- A.U.C. will assess student work, performance, and learning through the assigning of grades during all learning modalities, including distance learning, according to best practices.
- Ms. Monica Rodriguez, the school's E.S.E. Specialist (monica.rodriguez@archimedean.org), will work with A.U.C. teachers to help ensure the delivery of 504 Plans or IEP accommodations.
- Ms. Manuela Rodriguez, the school's Trust Counselor (manuela.rodriguez@archimedean.org), will be available to support the emotional needs of A.U.C. students.

SCHOOL ADMINISTRATION CONTACT INFORMATION

- **anitha.shetty@archimedean.org** – Registrar
- **olga.bardoutsos@archimedean.org** – Assistant Director
- **demetrios.demopoulos@archimedean.org** – Director

Parent & Student Acknowledgement

Once the student and parent/guardian have read through the entire document above, complete and sign the statement below. Please return this page of the "_Distance Learning Addendum and Contract to the Parent & Student Handbook_" to Archimedean Upper Conservatory **via the email provided below.** All students and guardians must sign this contract and follow all policies and expectations outlined herein. Any deviation from these policies may result in immediate suspension and even expulsion from school.

These policies apply regardless of whether a student is participating in the "Brick and Mortar" or E-Learning modalities.

I, _____ (Parent/Guardian First & Last Name), acknowledge and understand the school policies covered herein along with the terms of the distance learning expectations for myself and my child, Archimedean Upper Conservatory student, _____ _____ (Child's First & Last Name) in grade _____ for the 2020–2021 school year.

Parent Signature: _____   Date: _____/_____/2020

Student Signature: _____   Date: _____/_____/2020

Please return this portion of the student and parent distance learning addendum to aucdocuments@archimedean.org ✉

ARCHIMEDEAN SCHOOLS

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