



# Thomas H. Harris Middle School

911 Elise Avenue – Metairie, La 70003

[harris.jpschools.org](http://harris.jpschools.org)



**Brenda Hubbard**  
Principal

**Breland Sternberg**  
Assistant Principal

**Aaron M. DeGruy**  
Dean of Students

August 11, 2020

Thomas H. Harris Middle School Families,

Thank you for your patience as our district and school prepares for both virtual and in-person learning environments. We are pleased to announce that we are planning for your children to receive instruction from Thomas H. Harris Middle School teachers via Google Classroom. This means that your child will share a class schedule with on-campus learners. This is going to be a unique learning environment. The purpose of this document is to make you aware of some basic logistics for those learning in-person, to communicate expectations for virtual learning, and to identify next steps as we prepare the upcoming school year for both virtual and in-person learning.

While this will be an extraordinary undertaking for our district and school community, we are looking forward to re-engaging in learning and supporting your student's social, emotional, and academic growth this school year.

Note: If you have at least one child attending a school in Jefferson Parish Schools, participate in one of these government subsidy programs: the National School Lunch Program, SNAP, TANF or Public Housing and have not had Cox internet services in the home within the last 90 days, your household could qualify to receive low-cost, home internet with wifi for only \$9.95 per month. Find out if you qualify by visiting [www.cox.com/c2c](http://www.cox.com/c2c), or call 1-855-222-3252 today.

## CLASS PROCEDURES (AT SCHOOL)

### THE FOLLOWING ARE NON-NEGOTIABLE:

1. Wear a mask covering your nose and mouth at all times.
2. Maintain 6' of distance between yourself and others at all times.
3. Sit in your assigned seat unless you have permission from the teacher to move about the room.
4. Sanitize your hands upon entering the room and before leaving.
5. When moving about class, do not engage others in conversation and keep hands to yourself.
6. No eating during class. Keep water bottles on the floor next to your desk and away from the Chromebooks.

### ENTERING CLASS

1. Enter the classroom through the designated doorway in a quiet and orderly manner at level 0.
2. Begin work on the Do Now assignment right away.
3. Teacher will check in with all students. Wait for teacher's check in to ask questions or get assistance. If you have an emergency that needs immediate attention write a note and hold it up.

### SUPPLIES

1. Supplies will be distributed and replenished during Intervention period.
2. Keep supplies in your supply case in your desk.

## WHEN YOU ARE TARDY

1. If you are late coming to school, you must report to the office after 7:45 to have your temperature taken and get a pass. Students will not be admitted to class without a pass.
2. If you are late to any other class, upon entering the classroom, put your tardy slip in the designated basket.
3. Immediately take your seat and begin working.

TARDY POLICIES: 1st Tardy = Verbal Warning Documented; 2nd Tardy = Teacher-Parent Contact;  
3rd Tardy = After-School Detention (referred to office); 4th Tardy = Referral (ISS)

## MAKE UP WORK

When you are returning from an absence, you are accountable for the missed work posted in Google Classroom unless given permission to omit an assignment by your teacher. You will be given an opportunity to make up missed assignments. You have **5 days** upon return to complete make-up work. Make-up work is due by 11:59 p.m. on the fifth school day after the absence.

## EARLY WORK COMPLETION: ASSIGN YOURSELF!

1. Check over your work to look for mistakes and to make sure all work is completed.
2. Please make sure your handwriting is neat and words/numbers clearly written.
3. If you finish early read independent reader books, do homework, or complete other Early Finisher work as assigned by your teacher. Do not engage other students in conversation unless permission to do so has been given.

## WHEN ANSWERING/ASKING A QUESTION

Raise your hand and wait to be acknowledged by the teacher before speaking. Put your index finger up to ask; put the open palm up to answer.

## GOING TO THE OFFICE, RESTROOM, NURSE, STUDENT SERVICES

1. You will need a school hall pass and/or an escort in order to leave the room.
2. Carry a pass and go/return quickly.
3. Sanitize hands before you leave and after re-entering the classroom.

## GOING TO THE RESTROOM

1. You may go to the restroom at designated time only. You will not be allowed to go to the restroom during class time unless it is an emergency.
2. If you have a restroom emergency, show the hand signal to go to the restroom. Use the procedure for going to other areas of building. Repeated emergencies will require parent contact to address your needs.
3. Follow the rules limiting how many people can enter the restroom and wait outside if necessary. These rules will be posted on the door.

## PARTICIPATING IN CLASS DISCUSSION

1. Raise your hand and wait for acknowledgement before participating in a class discussion.
2. During a class discussion, participate in an orderly and respectful manner.
3. Always look at the speaker and listen to each other's questions and answers.
4. Participation is part of the grade. Our class participation policy is "No Opt Out". If you don't know the answer when called on, you can call on another student for help and must then repeat the correct answer.

## ASSIGNMENTS

1. Work will be assigned in the following categories:
  - Participation grades: 20%
  - Minor Assessments: 30%
  - Major Assessments: 50%
2. Failure to complete assigned work will affect your grades. Work completed at home is not optional and will count toward a student's grade. Some work assigned to be completed at home may be minor or major assessments.

## TESTING

1. There is no talking or communication of any kind between students during testing.
2. If you fail to follow these rules will be given a zero on the assignments.
3. If you are caught cheating or plagiarizing another student's work will be subject to disciplinary action and parental notification.

## END OF THE PERIOD DISMISSAL

1. Gather your materials quietly when instructed to do so and wait to be dismissed.
2. Discard trash at the end of the class period as you leave the room through the exit door.
3. Complete exit tickets independently at level 0 and turn them in before exiting.

#### GOING TO AND FROM EVENTS

1. Line up quietly and orderly maintaining 6 ft of social distance.
2. Walk in a single-file line to the event and use the same procedure when returning to the classroom.

#### RESPONDING TO FIRE DRILL or LOCKDOWN

1. Line up quickly and SILENTLY when directed to do so and maintain 6 ft of distance between self and others.
2. Move quickly and SILENTLY to the designated areas and assume the safety position.
3. Return to class quickly and SILENTLY when directed to do so.
4. During lockdown, remain in desks unless directed to move. Students remain at level 0 and listen for teacher's instructions.

#### CELL PHONE POLICY

Cell phones should be powered off from the minute you step on campus until 2:20. Cell phones must be kept in backpacks or purses at all times. If your cell phone is on or visible at any time, it will be taken and turned in to the student services office. 1<sup>st</sup> time: 24 hours, returned to student 2<sup>nd</sup> time: 48 hours, parents must pick up. More than two? TBD by Dean of Student Services.

### CLASS PROCEDURES (ON-LINE)

#### GOOGLE MEET PROCEDURES

1. Make sure that the device from which you join the class is charged or plugged in before the class begins. Be prepared for class with necessary materials prior to joining the Meet.
2. Check and read all notifications/announcements in Google Classroom daily.
3. Make sure that mics and cameras are working properly before joining the Google Meet.
4. Microphones must be muted upon entry to the Meet.
5. Minimize background noise as much as possible during a Meet. Using headphones or earbuds with a microphone will maximize the sound quality and minimize issues with the computer's audio.
6. Join Meet from a seat that is against a wall so that other individuals won't be visible on camera. Walls behind your seat should be free of distractions and have only school-appropriate visuals.
7. Sit at a table or desk that allows you to write during class.
8. Be fully dressed and wear your school uniform shirt during a Meet. Any other clothing items visual in the camera need to be school appropriate. Your face should not be obscured during a Meet (no hoods, blankets, etc.)
9. Cameras must be on at all times during a Meet. Communicate with the teacher if a situation arises in which you must turn off your camera.
10. Download the Google add-on "Nod" and use the "raise hand" icon to ask permission to join a discussion or ask a question and wait for permission from the teacher before speaking.
11. All comments in the chat must be respectful and related to instruction. Comments in the chat should be consolidated into one entry as much as possible. You may not post links to other websites in the chat.
12. Limit distractions from other devices, tabs, email, etc. and be engaged fully in class. No cell phones should be visible or in use during a Meet.
13. Only attend your scheduled Meet on your designated day. You may not attend virtually on days you are not scheduled.
14. Only present your screen when given permission to do so.
15. Do not eat during class time. Water is permitted.

I have read the class procedures and understand the classroom expectations. I will ask for clarification if there is a procedure I do not understand or have trouble following.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Parents and students, please sign this document and turn in to the student's first period Google Classroom.