

TOTEM MIDDLE SCHOOL

SAFE | ORGANIZED | ACHIEVING | RESPECTFUL



Keri Lindsay, Principal

Lisa Radford, Asst. Principal

Alex Trepanier, Dean of Students

Zoom Student/ Parent Contract 2020-2021

To ensure your students safety and appropriate use of Zoom for instructional purposes during the 20-21 school year we have created the following guidelines for student zoom use. Please read through each required zoom expectation and initial with your student. Your signature below indicates that you have read, understand and agree with the zoom expectations listed.

- I understand that all classroom expectations apply when in a Zoom session. In other words, if you wouldn't do it while in physical class, don't do it while in digital class.
- I must also have a quiet area with good lighting available to participate in a Zoom session when video is permitted.
- I will actively participate with my video on when appropriate, I will show my face appropriately. No hoodies tied around the student's head.
- I know that having other digital devices (gaming devices, phones, etc.) readily accessible, will limit/distract my engagement and could drastically hinder my ability to learn and participate fully.
- I need to remain on mute as I enter the classroom and while the teacher or classmates are speaking.
- All verbal and group chat responses should be linked to a course reading or concept covered in class specifically. This helps students to cite specific evidence and not provide their own editorial comments of the course content.
- I will participate in break out session room discussions, and will keep my chat/conversation on topic. I will turn on my video, unmute my microphone and will pay attention to the others' comments and overall progress in the conversation/ discussion. When brought back to the full classroom, I will mute my microphone.
- I will follow any additional course specific guidelines provided by a teacher in each Zoom meeting not included on this list. (This provides the teacher the ability to add/customize expectations for special projects or collaborations).
- I will not record/screenshot my Zoom meeting sessions or share teachers' recordings without the permission of the Principal.
- Dress code- Students must be modest and appropriate in their attire.
- My Zoom participation is a privilege that may be limited if any of the above expectations are not followed.
- If I do not follow this policy, I will be placed in the Zoom waiting room. If behavior does not change, I will have to access the learning individually through videos, email support or individual Zoom with my teacher. I understand that my teacher will notify my parents/guardian and administration if this happens.

Parent Signature: _____

Student Signature: _____

Date ___ / ___ /2020

Date ___ / ___ /2020

ADVISORY DAILY

* Advisory will be held Monday- Thursday 10:30-11:00

*Students will grow in self-efficacy, interpersonal skills, self management, goal setting, communication and social skills through a variety of team building activities, individual reflection and fun!



Totem Middle School
We are stronger together.

ADMINISTRATIVE TEAM



Keri Lindsay, Principal

Keri will be starting her five year at TMS. One of Keri's goals this year is to help all students connect to groups and activities in our school and the community. #WeBelong



Lisa Radford, Assistant Principal

Lisa has served Totem as the Dean of Students since 2018. One of Lisa's goals for this year to provide consistent equitable support to help all reach their academic potential and build meaningful relationships.



Alex Trepanier, Dean of Students

Alex is starting her third year as a TMS Dean. One of Alex's goals this year is to share and celebrate the daily accomplishments of our students and staff, through our open door learning walks. She continues to support all students in their learning, and academic growth.



Kristel Hollick, Counselor

Kristel is starting her third year at Totem as a school counselor. One of her goals this year is to promote career development to students through classroom guidance lessons. She looks forward to building relationships and providing self care knowledge to her students.



Serena Meidinger, Counselor

Serena is starting her third year at Totem as a School Counselor. She is looking forward to achieving a goal of promoting personal/social development of students through student-centered interventions, classroom guidance, small group counseling, and relationship building.



CoriAnne Orozco, Attendance Coord.

This is Cori's second year as Attendance Coordinator. Cori is excited to continue her work with all of our students and families, to serve as a resource for our parents and community. #EverydayCounts



Tricia Slocum, Office Manager

Tricia is starting her 3rd year at TMS as the Office Manager. She previously served a year as the Attendance Coordinator. She is excited to help find fun new ways to connect with students, staff and parents during this school year that looks much different than normal.

TMS Thunderbirds SOAR



IMPORTANT PHONE NUMBERS

Main Office: 360-965-0500

Attendance line: 360-965-0501

Counselors

Kristel Hollick: All of 6th grade & 8th grade last name L-Z 360-965-0520

Serena Meidinger : All of 7th grade & 8th grade last name A-K. 360-965-0532

BELL SCHEDULE

A-INDEPENDENT WORK S- LIVE INSTRUCTION

Times	Mon/Wed	Tues/Thurs
8:00-8:45 am	A-4th Period	A-1st Period
8:50-9:35 am	A-5th Period	A- 2nd Period
9:40-10:25 am	A-6th Period	A-3rd Period
10:30-11:00 am	Advisory	Advisory
11:00-11:30 am	Lunch	Lunch
11:35-12:30 pm	S-1st Period	S-4th Period
12:35-1:30 pm	S-2nd Period	S-5th Period
1:35-2:30 pm	S- 3rd Period	S-6th Period
2:30-3:30 pm	Independent work	Independent work

Friday Schedule

8:00-8:35 am	Small groups
8:35-9:35 am	Independent Work
9:35-10:10 am	S-1st Period
10:15-10:50 am	S- 2nd Period
10:55-11:30 am	S- 3rd Period
11:30-12:00 pm	Lunch
12:00-12:35 pm	S- 4th Period
12:40-1:15 pm	S- 5th Period
1:20-1:55 pm	S- 6th Period

TMS Thunderbirds SOAR

Student 1st semester schedule / Teacher Zoom codes

Time	Monday	Tuesday	Wednesday	Thursday
8:00-8:45 am				
8:50-9:35 am				
9:40-10:25 am				
10:30-11:00 am	Advisory	Advisory	Advisory	Advisory
11:00-11:30 am	Lunch	Lunch	Lunch	Lunch
11:35-12:30 pm				
12:35-1:30 pm				
1:35-2:30 pm				
2:30-3:30 pm	Independent work	Independent work	Independent work	Independent work







Friday Schedule	
8:00-8:35	Small groups
8:35-9:35	Independent work
9:35-10:10	
10:15-10:50	
10:55-11:30	
11:30-12:00	Lunch
12:00-12:35	
12:40-1:15	
1:20-1:55	

Class Period	Teacher	Zoom Code
1st period		
2nd period		
3rd period		
4th period		
5th period		
6th period		


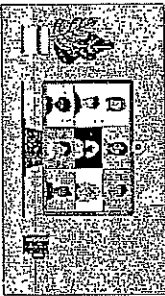
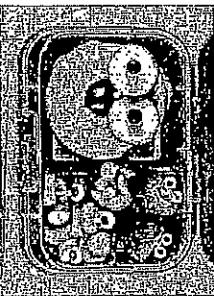
Each teacher will have a consistent Zoom meeting ID. Your student will need to log on using their given **first** and **last** name to gain entrance into the classroom. Please do not share the codes with other students and log in only when you have your assigned class.

REMEMBER: Your Friday classes start at 9:35.
We will **NOT** have Advisory on Friday.

SOAR EXPECTATIONS

	Safe	Organized	Achieve	Respect
<p>Zoom</p> 	<p>Appropriate background for video share, little to no background noise when speaking (TV, radio, siblings), appropriate attire (dress code). Mute when not speaking.</p>	<p>Gather materials for each class in the passing time. Prepare your learning environment prior to class starting.</p>	<p>Be prepared, ask questions and lead in the break out sessions. Stay engaged and turn on video share, it helps to stay actively engaged in the discussion/learning!</p>	<p>Name yourself as your parents did! Follow the SOAR Zoom Expectations! Raise your hand if you have a comment/question.</p>
<p>Creating Videos</p>  <p> Screenastify</p>	<p>Appropriate background, noise, attire, name yourself as your parents did!</p>	<p>Know what you are going to say in your video. Write out a script and practice a few times before creating the video.</p>	<p>Review the video, look at your background, use appropriate language, no background noise, ALWAYS introduce yourself!</p>	<p>Use appropriate language and stay focused on the topic of discussion. Follow all teacher directions for time, background and content!</p>
<p>Google Classroom</p>  <p>Classroom</p>	<p>Log into only your email and google classroom account every morning before lunch.</p>	<p>Complete all provided assignments ask for additional support as needed</p>	<p>Complete all assignments to the BEST of your ability</p>	<p>Turn in the work you completed on time.</p>
<p>Assignment completion</p> <p>Turn In your work!</p>  	<p>Take the time during the morning 8-11, to get up, eat breakfast and complete the assignments from yesterday. Complete and hit submit!</p>	<p>Check your email and google classroom before lunch to make sure you have completed all assignments before class starts.</p>	<p>Email your teacher if you have questions during the morning learning time, ask a friend for help, check in with groups to complete assignments on time!</p>	<p>Email your teacher if you are turning in an assignment past the due date. This will alert them to review and provide feedback on the assignment. Be patient while waiting for the teacher to grade late work.</p>

SOAR EXPECTATIONS

	Safe	Organized	Achieve	Respect
 <p>Daily communication</p>	<p>Make contact with your scheduled teachers daily. If you don't have access to the zoom, set up an alternate form of communication with your teacher.</p>	<p>Utilize the form of communication that works best for you to ask questions, get support/ help from your teacher. Suggested methods: Daily zoom, email, request zoom mtg with teacher, Counselor email.</p>	<p>Ask relevant questions that will help you complete the assignment/ask with greater success. Place yourself in a location that will allow your best listening/focus skills. Participate in a positive manner in Zoom/breakout rooms.</p>	<p>Allow others to have talk time during Zoom instruction/breakout rooms. Respect others' opinions, statements and comments in all live instruction. Respect the time allowed in Zoom breakout rooms, stay on topic in conversations.</p>
 <p>Attendance</p>	<p>Connect with your teacher during their scheduled Zoom. Have your video feed on, volume off unless asked to verbally participate.</p>	<p>Have your materials ready. Enter with volume off and video on. Log on at least 2 minutes before the scheduled time.</p>	<p>Be ready to learn, have a growth mindset. Be present/show your video feed. Attendance is a big part of school</p>	<p>Respect the time in your zoom session, ask questions, gain understanding, be present/focused on the zoom information.</p>
 <p>Lunch</p>	<p>Please follow the school day schedule. Be ready to start your live classes at designated time. Mon-Thurs 11:30 Friday 9:35</p>	<p>Clean up after yourself and prepare for learning. Preparing yourself by eating food that will fuel your learning and drink plenty of water!</p>	<p>Feed your body, which feeds your brain! Food and water are important to your ability to learn! Take a break from screens during this time, try to move your body, dance, stretch, get a breath of fresh air.</p>	<p>Refrain from eating while in your zoom classroom sessions, this can be distracting.</p>