

NCMS Expectations and Engagement Matrix

Students will...	Parents/Guardians will...	NCMS/Teachers will...
<p>Plan for the week ahead by:</p> <ul style="list-style-type: none"> •Using agenda/planner to plan out schedule •Checking each teacher's webpage to review the "Week at a Glance" for the current week Chromebook Support <p>Follow NCMS school expectations by:</p> <ul style="list-style-type: none"> •Following the Student Handbook & PBIS Matrix <p>Use PowerSchool weekly to:</p> <ul style="list-style-type: none"> •View updated assignments and check for missing assignments How to check PowerSchool <p>Be active participants in all classes by:</p> <ul style="list-style-type: none"> •Bringing a fully charged Chromebook and charger to school daily and use for academic purposes only •Participating in school from 9-4 •Arriving on time for the start of each class •Taking notes as appropriate •Answering teacher questions •Contributing to class discussions and/or activities <p>Begin, work on, complete, and submit assigned activities by:</p> <ul style="list-style-type: none"> •Working on and completing work during assigned class period time •Putting forth a best effort in completing assignments •Making sure the submitted work has student content on it (is not blank) •Turning in the assignment on/before the due date •Being responsible for missed work (*If absent on due date and submitting late work within one week grace period, you must follow the guidelines given by the teacher upon your return to school to complete this work.) •Completing assessments during class time on date assessment is given (*If absent on assessment date, you must communicate with teacher on day you return to school to determine make-up assessment date.) <p>Communicate with teachers:</p> <ul style="list-style-type: none"> •When confused, behind in work, or need help •Through email (Outlook) only with appropriate tone and words <p>Inclement Weather Remote Learning Days:</p> <ul style="list-style-type: none"> •Check each teacher's Canvas page for instructions on lesson plans/assignments How to log into CCS Apps 	<p>Plan for the week ahead by:</p> <ul style="list-style-type: none"> •Assisting your child with using agenda/planner to plan out schedule for the week •Checking each teacher's webpage to review the "Week at a Glance" for the current week Chromebook Support <p>Use PowerSchool for grades/attendance by:</p> <ul style="list-style-type: none"> •Obtaining PowerSchool Parent Portal access (*Reach out to Grade Level Administrator for assistance) •Viewing updated grades and checking for missing assignments A=90-100 B=80-89 C=70-79 D=60-69 F=51-59 (*Please note per CCS Middle School Grading Policy, 50 is used in place of a 0 for any missing assignments and is an F.) How to check PowerSchool •Checking attendance weekly CCS Attendance Guidance for Families <p>Communicate with teachers by: Providing all teachers with current contact information, including:</p> <ul style="list-style-type: none"> •email address •phone number(s) *If Applicable: Sign up for Remind/Class Dojo/Class Communication Platform per teacher expectation <p>Protect your child's school time by:</p> <ul style="list-style-type: none"> •Limiting interruptions to the 9-4 NCMS Daily Academic Schedule (stagger appointments, etc.) <p>Sickness and COVID-19 Information:</p> <ul style="list-style-type: none"> •For the health of all students and staff, please keep your child home if he/she is displaying any type of sickness symptoms (temperature, cold, flu, stomach, etc.) •Notify School Nurse/Principal of any COVID-related symptoms, diagnoses, or concerns. •School Nurse/Principal will coordinate any quarantine requirements/information. •In the event your child is quarantined, please know schoolwork will continue to be provided either via Canvas lessons with recorded videos and assignments or via work packets if applicable. Please communicate with teachers. 	<p>Plan for the week ahead by:</p> <ul style="list-style-type: none"> •Providing a "Week at a Glance" for the upcoming week on NCMS Teacher Webpage by Monday morning <p>Use PowerSchool to:</p> <ul style="list-style-type: none"> •Grade assignments •Flag missing assignments •Mark 50 in place of 0 for missing assignments once assignment is "closed" •Update grades once per week <p>Teachers will communicate with students by:</p> <ul style="list-style-type: none"> •Holding Student Data Conferences during Progress Report week to discuss grades and other pertinent information and help with goalsetting *If Applicable: Offer Remind/Class Dojo/Class Communication Platform for students and parents/guardians <p>NCMS will communicate with parents/guardians by:</p> <ul style="list-style-type: none"> •sending home letters on a quarterly basis to any students not meeting local promotional standards •providing ConnectEds to remind of progress reports, report cards, and any pertinent school information <p>Important Terms:</p> <p>Due date: Due date in PowerSchool is the day assignment should be submitted. (The assignment will be "closed" one week after due date listed in PowerSchool--assignment will no longer be accessible and the grade will stand.) *1-week late option is not applicable at end of quarter</p> <p>Closed: "Closed" is the status of an assignment that is not open for regrading or resubmission.</p> <p>Inclement Weather Remote Learning Days:</p> <ul style="list-style-type: none"> •Each teacher will update Canvas page with instructions on lesson plans/assignments