Hello everyone, and welcome back to 6th grade math. Even though we have been together for half a school year I thought that it was important to review class expectations and policies. You will find a list of topics listed below. Please read through each. Thank you, and if you have any questions please email me at Elizabeth.Rupert@ucps.k12.nc.us.

* **PowerSchool**

PowerSchool is the online grade book that students and parents have access to. I put everything there –attendance (sign in), warm up, graded assignments, etc. I do this because I am communicating to you that everything in my class is important not just the graded assignments, and to show the student’s participation in math.

In order to access PowerSchool parents/guardians can call the school to request their log in information, or students can go to their student start up page. Once in PowerSchool you can find my class by looking for my name (Elizabeth Rupert) or math in a row. The columns are then broken up by terms (T1, T2, etc.). You can look at the specific assignments for a given term by clicking on the grade that is found at the intersection of my class/name and term you wish to look at.

There are various flags that I can put on an assignment in PowerSchool. These are:

* Collected – I have the assignment, or that it was just a completion grade.
* Missing – I have no data of the student finishing the assignment.
* Late – Student completed the assignment late.
* Absent – Student was not on my canvas page at all on this day.
* Incomplete – Student did not complete or submit the assignment.
* Exempt – Some circumstances can cause the student to be exempt from an assignment, but I still want students to see the score. Exempt assignments do no effect the overall grade

I can also leave comments on the assignment to clarify what the flag means, or other information I may need to share. You can find my comments by clicking on a speech bubble that is to the right of the screen while you are looking at the assignments.

* **Attendance**

Students are expected to log into and participate on my canvas page each school day.

I do take attendance in all of my classes. However, 1st block is the formal attendance that is given to the front office and will go on the student’s school record.

I call my attendance “Sign In” in PowerSchool. They are titled with the date in question. The link to sign in has always been posted within that day’s module at the very top. The form is time stamped with when the student submits it, so the student cannot go back and try to submit attendance days later. This is just like normal attendance.

If they received a collected mark then the student signed in correctly and is counted as present.

If they received a collected and incomplete marks then the student did not sign in for the day, but I still saw activity for the day so they are considered present.

If they received an absent mark then the student was not on my canvas page at all for this day. This helps me keep track of where students may need help, and helps communicate to the parent that the student was not online for my class that day

If your family experiences a time without internet or an emergency please have an adult let me know as soon as possible. I will be happy to work with you and your student to get them caught up in what they missed and to avoid a late penalty.

* **Assignments**

In PowerSchool assignments are labeled with the date of the module they are in, the type of assignment, and official name. For example “8/24: Warm Up: Desmos” means that in the 8/24 module in the warm up section there was a Desmos the student needed to complete.

Assignments can be given in a few different ways.

The most common way that I assign assignments is through **Canvas Quizzes**.. Once the student submits the assignment the computer automatically grades it, but I manually put the grades into powerschool. Students are typically given two chances to complete these assignments, and are shown what they got wrong once they submit the first attempt. This is to allow students a chance to correct and learn from their mistakes.

I also like to assign **discussion boards**. This allows students to communicate and talk about their math skills. When assigned there is a link the students click in the module to take them to the discussion board. The students would then be presented with the topic, and below that student wills see a box that says reply. This is where students need to type in their comment. To the bottom right corner there is then a green button that says “post reply”. After clicking I can then see the post made by the student.

**IXL** if a third-party website that helps students practice their math skills. This site is so helpful continuously practice and offers a variety of difficulties as the students’ progress through the assignment. Because of this students only need to get a smartscore of 80, but they are encouraged to aim for 100 if they would like. If a question is answered incorrectly the website also explains how to find the answer to the student. The website also autosaves the smartscore from where the student ended so there is no submission button.

**Desmos** are given as warm ups. As students complete questions they do need to click the submit button. This website also autosaves, so there is not submit button at the end of the assignment to turn it in.

I aim to have all assignments graded about 24 hours after the assignment was due. If this is unable to occur then expect assignments to be up to date in PowerSchool by Thursday evening. Late assignments that students have notified me of are graded after all of the on-time assignments are graded.

* **Late Policy**

The late policy is a school wide policy. It can be found in my general module in my canvas page. However I have copied it for your convenience: Every day that a graded assignment is late the student will have 5% of their points deducted. If the assignment is 10 days or more late, then the student will receive 50% of the points that they scored.

Students need to email me once they finish a late assignment.

* **Live Stream**

I use Canvas Conference to stream. Students can access this by going to my canvas page. Once on my page, to the left of the screen there is a tab says conference. If you click on the tab it will take you to the Canvas Conference page, and if I am live then there will be a button that says join.

My Canvas Conference for live lessons are on Monday-Thursday at:

|  |  |
| --- | --- |
| 1st Block: | 8:30AM - 9:55AM |
| 2nd Block: | 10:30AM - 11:45AM |
| 3rd Block: | 11:50AM - 1:10PM |
| Panther Recovery: | 2:45PM - 3:15PM |

My office hours are on Fridays from 10AM -11:30AM through email, but can take place in Canvas Conference if a student requests. This time is for one-on-one tutoring and students are welcome to email me for assistance.

 If your student needs assistance outside of school hours please let me know. I would be happy to set something up.

* **Other Information**

I provide a Week in Preview breakdown at the beginning of each module. This gives families a glimpse of what is to come each day for that week.

Starting in the 2nd semester I am starting to give extra credit for going above and beyond in IXL. Usually students are only required to get a smartscore of 80 on IXL assignments, but if the student gets a smartscore of 90 then they will get 5 more points on the assignment (105), and if they get a smartscore of 100 then they will get 10 more points on the assignment (110).