



At the Magic City Acceptance Academy (MCAA), we are committed to taking the steps necessary to maintain a safe school year. As we transition to remote learning to ensure that a safe, inclusive, respectful environment is maintained, we would like to highlight some important information and expectations, which must be followed by all students, staff, and parents/guardians.

Students Guidelines & Expectations:

- Review and comply with [MCAA's Technology Policy](#) and [Student Remote Learning Schedule](#).
- Interact in a respectful and positive manner with other students and the classroom educator(s).
- Participate in classroom instruction and activities, and follow established rules and routines (e.g., be on time, have learning materials ready).
- Be punctual - daily attendance will be taken. All students who are not on time will be marked as late. After 3 tardies, teacher's will notify parents and will receive a notification from the teacher.
- Dress appropriately and respectfully as per the [School Dress Code](#).
- Choose an appropriate learning space that is free from distractions, personal artifacts and attire that would not normally be shared with teachers and peers. This includes private spaces such as bedrooms and bathrooms. Students are encouraged to wear headphones during live lessons.
- Respect the privacy of classmates and staff: students are not permitted to video record or take screenshots in the classroom environment without permission. The privacy of all students must be maintained at all times.
- Exit video sessions once the teacher has left and is no longer monitoring the class.

- Keep personal login information private - virtual learning environments are intended only for those individuals who have been invited to participate by the classroom teacher
- Use School-issued technology and licensed educational platforms (e.g., Google Suite, Schoology) for educational purposes only

Parent/Guardian Guidelines:

In following these expectations, we are working together to help our students continue to learn and grow in a brave virtual learning environment.

- The school office must be advised of a late attendance or absence as soon as possible. (Email: hugh@mcaabhm.org)
- The teacher is the person of authority in the classroom and is responsible for establishing and maintaining class order and management.
- Parents/guardians of students with special needs may need to assist their child to navigate the virtual environment; however, parents/guardians should make every effort to remain offscreen, and to only assist their child with difficulties relating to technology (e.g., logging into the live learning sessions, clicking buttons to navigate the screen).
- Voicing concerns/feedback about learning content or classroom proceedings using the chat feature or on social media is inappropriate. Any comments should be addressed privately with the teacher or directly to MCAA's Administration team. (Email: admin@mcaabhm.org)
- Video/audio recording of classroom lessons or taking pictures is strictly forbidden in order to protect the privacy of students and staff.
- Under no circumstance during synchronous live teaching will a parent or guardian interrupt the proceeding of the classroom. As outlined in the Education Act s.212 (1), 'it is an offense for any person to wilfully interrupt or disquiet the proceedings of a school or class.'

Daily Instruction Expectations:

Monday-Thursday (Synchronous) Lunes-Jueves (Sincrónico)				
Time		A Day	B Day	
9:00 AM	10:20 AM	1	5	
10:35 AM	11:55 AM	2	6	
12:10 PM	12:30 PM	Homeroom		
12:30 PM	1:20 PM	Lunch		
1:35 PM	2:55 PM	3	7	
3:10 PM	4:30 PM	4	8	

Fridays (Asynchronous) Viernes (Asincrónico)				
Synchronous (Sincrónico)				Asynchronous (Asincrónico)
Mon./Lun.	Tues./Mar.	Wed./Miér.	Thurs./Juev.	Fri./Viernes
1/10- A Day	1/11- B Day	1/12- A Day	1/13- B Day	1/14- A Day
1/17- No School/No Escuela	1/18- A Day	1/19- B Day	1/20- A Day	1/21- B Day

Monday-Thursday:

- 30-45 instruction time each class.
- 30-45 of independent work and/or one on one/small group support from teacher
- 15 minute break in between classes (see schedule)
- Extended lunch period

Friday:

- Asynchronous instruction (no live lessons)
- Small group and one on one instruction (if needed)
- Complete missing assignments
- Teacher office hours to address needs of students & parents/families

Attendance Expectations:

Attendance will be taken daily during remote learning, which can be shown through synchronous or asynchronous learning engagement. In order to be present, a student MUST be logged in and at the computer for the entire synchronous instruction. In order for an absence to be excused due to technical issues, the student will be responsible for contacting their teacher **and** MCAA's Technology Support team. Students will be given the opportunity to work with teachers during daily office hours or on Friday's for instructional support for missed content.

In addition to technology issues, a remote learning absence can be excused for the same reasons in-person learning can be excused (illness, appointment, etc.) and any COVID-19-related circumstances affecting a student or family member. Parents must submit documentation via email to hugh@mcaabhm.org.

Chronic absenteeism and tardiness will be addressed weekly to prevent barriers to engagement in learning, including daily notification of absences and a process for outreach to families to determine their needs and supports.

Important Contacts

MCAA Admin:	<p>Michael Wilson mike@mcaabhm.org</p> <p>Charity Jackson charity@mcaabhm.org</p> <p>Nikki Matthews nmatthews@mcaabhm.org</p> <p>James Gibbs jim@mcaabhm.org</p>
Exceptional Education:	<p>Hope Hayes Hhayes@mcaabhm.org</p>
Technology Assistance:	<p>Trevor Hauenstein trevor@mcaabhm.org</p> <p>Meredith Byars mxbyars@mcaabhm.org</p>
Wellness Suite:	<p>Whitney Zeigler wzeiglar@mcaabhm.org</p> <p>Aric Weidenbach aweidenbach@mcaabhm.org</p>
Attendance:	<p>Hugh Comer hugh@mcaabhm.org</p>