



DISTANCE LEARNING STUDENT HANDBOOK 2020 - 2021

The Prince George's County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups.

Our Mission Statement

In partnership with students, parents and the community, CMIT will attain educational excellence by providing a rigorous and technology-integrated education for middle and high school students with an emphasis on mathematics, science, and information technologies.

Our Vision Statement

The vision of CMIT is to provide multiple opportunities for Prince George’s County youth to prepare for post secondary education in a variety of fields of study in order to pursue professional careers. CMIT will enable all students to achieve their maximum potential by equipping and empowering them with analytical thinking and quantitative reasoning skills.

With this vision in mind, CMIT Academy will prepare students to become competent, responsible and successful individuals in our globalized and technology-based society through a strong academic program, a school-family-community partnership, and a strong teacher-student relationship. CMIT Academy will inspire and challenge sixth through twelfth grade students in a creative and supportive learning environment with an academic program focusing on mathematics and information technologies to educate its students as responsible citizens.

Instruction Model for Semester 1: August 31, 2020

All students will follow an 8-period day schedule and receive synchronous lessons daily in all scheduled classes. Attendance will be taken daily.

Monday	Tuesday	Wednesday*	Thursday	Friday
Students will attend all classes virtually.	Students will attend all classes virtually.	Teacher-led Group Instruction, Interventions, Related Services	Students will attend all classes virtually.	Students will attend all classes virtually.

*Please note, interventions and related services may also be provided Monday-Friday based on established schedules.

Distance Learning Schedule

Class Times	Schedule
8:05 - 8:40	Period 1: Live Session
8:40 - 8:50	Independent Practice
8:50-8:55	Break
8:55 - 9:30	Period 2: Live Session
9:30 - 9:40	Independent Practice
9:40-9:45	Break
9:45 - 10:20	Period 3: Live Session
10:20 - 10:30	Independent Practice

10:30-10:35	Break
10:35 - 11:10	Period 4: Live Session
11:10 - 11:20	Independent Practice
11:20-11:25	Break
11:25 - 12:00	Period 5: Live Session
12:00 - 12:10	Independent Practice
12:10 - 12:15	Break
12:15 - 12:50	Period 6: Live Session
12:50 - 1:00	Independent Practice
1:00 - 1:05	Break
1:05 - 1:40	Period 7: Live Session
1:40 - 1:50	Independent Practice
1:50 - 1:55	Break
1:55 - 2:30	Period 8: Live Session
2:30 - 2:40	Independent Practice

Lunches are scheduled for either Period 3, 4, 5, or 6. You can find your lunch period by checking your schedule on SchoolMax.

Attendance Policy

All students are expected to attend school regularly in order to ensure they have the opportunity to obtain the best academic results possible. The list of lawful (excused) absences is below. Students who miss school for one of these reasons and provide an excuse note within three days will be provided an opportunity to make up missed work upon request. Students will have the same number of days as those missed to complete and submit the work.

Absence from school, including absence for any portion of the day, shall be considered lawful only for the following reasons:

- Illness of the student. The principal shall require a physician's note from the parent/guardian of a student reported continuously absent for illness.
- Hazardous weather conditions that would endanger the health or safety of the student.
- Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the Chief Executive Officer or the school principal, or their designees, as reason for excusing the student.
- Death in the immediate family
- Observance of a religious holiday

- Lack of authorized transportation (This does not include students denied authorized transportation for disciplinary reasons.)
- Other emergency or set of circumstances approved by the Chief Executive Officer or his designee
- State of emergency
- Suspension
- Court Summons
- Health Exclusion

While distance learning is in effect, absences due to the following are also considered lawful:

- Parent work schedule
- Child care
- Military family and/or
- Technical issues

Family vacations and/or visiting relatives out of state/country are NOT lawful reasons for absence. Attendance at non-CMIT educational activities MAY be excused upon pre-approval by the principal. Families should contact the front desk to obtain an excused absence request form. This form must be returned to the front office at least one week prior to the planned absence.

Upon returning to school within two days after a lawful absence, parents and guardians must provide an email to the front office with a note explaining their student's absence. The front office will alert teachers of the absence and confirm whether it is excused or unexcused.

Students with unlawful absences will not be granted an opportunity to make up missed work.

Tardy Policy

Students should make every effort to logon to their classes on time in order to ensure they are getting the most out of instruction. Similar to the attendance policy, students are unable to make-up portions of class they have missed unless the absence is for a reason that has been excused according to the criteria above.

Distance Learning Uniform Policy

During distance learning, students are not expected to wear uniforms during the school day. However, they should dress appropriately for a classroom setting since they can be expected to have their cameras on. Clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia and tobacco products are not allowed. Identifiable gang/crew clothing or paraphernalia are not allowed. Sheer clothing is not allowed.

Grading Policy

Students should familiarize themselves with the syllabus in each of their classes. For a detailed understanding of our grading policy, students are encouraged to read [PGCPS's Administrative Procedure 5121.3](#).

Plagiarism

Teachers at CMIT have a Zero Tolerance Policy for cheating and plagiarism.

Plagiarism means using words, ideas, or arguments from another person or source without citation. This includes unintentional plagiarism, which results from failure to attribute all source ideas to their original creators. To gain more understanding about plagiarism, refer to this helpful resource from TurnItIn.com: [The Plagiarism Spectrum](#)¹

¹ "The Plagiarism Spectrum - Turnitin." <https://www.turnitin.com/static/plagiarism-spectrum/>. Accessed 24 Jul. 2020.

Some examples of cheating and plagiarism might include:

- Copying others' work or claiming someone else's work as your own
- Completing someone else's work for them
- Using archived work from previous terms
- Sharing answers, questions, or work unless specifically instructed to do so by your instructor
- Using electronic devices, the internet, or social media to achieve any of the above
- Plagiarizing, whether intentional or unintentional

Your original work is valuable for a number of reasons primarily because we want an accurate assessment of what you know and can do even if that does not look as polished as you would like. This is the only way we can support your growth as a student. We also want to ensure that you are developing the ability to produce quality work of your own. As you do, you likely will grow to understand the importance of giving others credit for theirs.

Course Change Requests

Due to COVID-19, additional measures have been put into place to reduce class sizes in preparation for hybrid learning in the second semester should the building reopen. As a result, course changes will be very limited this year.

Students will receive an email from the Counseling Office that contains a Google Form for elective change requests as well as instructions and deadlines related to the form. Elective change requests are only made on the basis of space in a student's schedule, the meeting of prerequisite requirements, and open seats in a requested elective.

Course placement changes (i.e. from Comprehensive to Honors, Honors to AP, or vice versa) will only be made in extreme circumstances.

Academics and Graduation Requirements

CMIT Academy follows PGCPs's academic and graduation guidelines. Parents and students should familiarize themselves with the resources available to them on PGCPs's website. In particular, students should become aware of the information presented on the Student Resources page at this link: <http://www1.pgcp.org/students/> to find information on the following:

- Graduation Requirements and Course Planning
- Student Service Learning Hours
- Student Rights and Responsibilities Handbook.
- Additionally, students and parents should become familiar with Grading and Reporting policies which can be found on the Academics page at this link: <http://www1.pgcp.org/academics/>

Communication Tips

1. **Communicate early and give staff time to respond.** According to PGCPs policy, staff have 48 hours (excluding weekends and holidays) to respond to emails. A good rule of thumb for class would be to ask clarifying questions during class when possible. If this is not possible, send an email or communication through Google Classroom as soon as you recognize there is an issue.
2. **Check your email daily** (in addition to checking Google Classroom).
3. **Provide relevant background information.** It is easy for one staff person to have school-related interactions with more than 100 people daily. You can help staff address your concerns by including relevant background information in your communication. Don't assume they will know what you're talking about.

To: Mr. Teacher

From: Student

Subject: Help to Understand Grade

Dear Mr. Teacher:

I received a 78 on the test we took in your class yesterday. You marked number six wrong, but according to my notes, I should have gotten it right. Will you review my test and my notes to see if there was a mistake?

Thank you,

Student

Online Expectations

The following policies exist to create a safe and productive virtual learning environment for all students and staff:

1. Students must use their CMIT email account to conduct school business including emailing staff and logging into platforms such as Google Classroom, Google Meet, and Zoom among others. Those who do not may be denied access.
2. Students must use their SchoolMax name when joining Google Meet and Zoom. (With teacher approval, students can use preferred names - first and last - to join.)
3. Communication with students and staff should be respectful and appropriate for the educational environment.
4. Students should arrive to class on time.
5. Students should make sure that the computer camera is working and turned on at all times.
6. Students should make sure that the computer microphone is working at all times and muted when you are not speaking.
7. Find a location and position to work that is helpful for learning and reflects your level of engagement. Sitting at a table or desk would be a suitable choice.
8. Students should dress appropriately for a classroom setting particularly in light of expectations to have their cameras on.
9. Either use an appropriate virtual background or make sure everything visible through your camera is appropriate for a classroom setting.
10. Try to find a quiet location that is free of disruptions and distractions. Consider removing your phones, watches, and other electronics.
11. Due to privacy and legal issues, students should never record online classes. Teachers should be recording them and making them available.
12. Unless given permission by the instructor, do not use the live online chat system.
13. Share your screen only with instructor permission, and make sure everything you display is appropriate and directly related to the class.

Bullying, Harassment, and Intimidation

We continually strive for CMIT to be a welcoming place for all people regardless of our differences to engage in discussions and interactions that will lead to our mutual development as well-informed members of society. Students

and staff are expected to be civil and respectful in their interactions. As such, bullying, harassment, and intimidation will not be tolerated.

If you have concerns about bullying, please complete the form below and report it to an administrator: [Bullying, Harassment, and Intimidation Form](#)

Clubs and Extracurriculars

CMIT encourages students to participate in clubs and extracurricular activities to support the development of a well-rounded education. This comes with the understanding that academic success is the priority. Students must maintain a minimum GPA of 2.0 in order to participate.

PGCPS School Calendar 2020 - 2021

2020	
July 3	Independence Day Holiday – Schools and Offices Closed
July 31	Eid al-Adha*
August 17-19	Professional Duty Days for New Teachers
August 20-28	Professional Duty Days for All Teachers
August 26	Professional Development
August 28	Student Orientation/Mock Virtual Class Day (all students)
August 31	First Day of School for All Students
September 7	Labor Day Holiday – Schools and Offices Closed
September 19-20	Rosh Hashanah*
September 25	Professional Development – Schools Closed for Students
September 28	Yom Kippur Holiday – Schools and Offices Closed
October 12	Native American Day & Parent-Teacher Conferences – Schools Closed for Students
October 16	Professional Development – Schools Closed for Students
November 3	Election Day – Schools and Offices Closed
November 5	End of First Quarter (44 days)
November 6	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
November 14	Diwali*
November 25-27	Thanksgiving Holidays – Schools and Offices Closed
December 11	Professional Development – Schools Closed for Students
December 24-31	Winter Break & Christmas Holidays – Schools and Offices Closed
2021	
January 1	Winter Break & New Year’s Holiday – Schools and Offices Closed
January 18	Martin L. King Jr. Day Holiday – Schools and Offices Closed
January 27	End of Second Quarter (46 days)
January 28	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
February 15	Presidents’ Day Holiday – Schools and Offices Closed
February 16	Parent-Teacher Conferences – 2-Hr. Delayed Opening for Students
March 28-April 4	Passover
March 29-April 1	Spring Break – Schools Closed for Students and Teachers
April 2 & 5	Spring Break & Easter Holidays – Schools and Offices Closed
April 9	End of Third Quarter (45 days)
April 12	Professional Day for Teachers – 2-Hr. Early Dismissal for Students
April 13	First Day of Ramadan
May 11	Last Day of Ramadan
May 13	Eid al-Fitr Holiday – Schools and Offices Closed
May 31	Memorial Day Holiday – Schools and Offices Closed
June 17	2-Hr. Early Dismissal for Students ¹
June 18	Last Day for Students ¹ and End of Fourth Quarter (45 days) – 2-Hr. Early Dismissal for Students
June 21	Last Day for Teachers ¹

IMPORTANT CALENDAR NOTES - There are 180 student days and 192 teacher days (195 for new teachers). Last days for students and teachers are subject to change. 10- and 11-month employees can refer to Bulletin M-1-20 for clarification on workdays.

¹INCLEMENT WEATHER MAKE-UP DAYS - Three inclement weather make-up days are built into the school calendar. If two days are used, the last day for students will be June 17 and the last day for teachers will be June 18; if one day is used, the last day for students will be June 16 and the last day for teachers will be June 17; if no days are used, the last day for students will be June 15 and the last day for teachers will be June 16.

RELIGIOUS HOLIDAYS - Major religious holidays are noted for planning purposes only. Jewish and Muslim holidays begin the day before at sunset. To avoid excluding students, families and staff from important meetings or activities, PGCPS prohibits scheduling these events on major holidays noted with an asterisk (*) on this calendar. This restriction does not apply to state or regional events.