



## Middle School, 2022/23 School Year

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### Welcome to Saber Online!

As part of Shakopee Public Schools, Saber Online is dedicated to providing students with educational opportunities and engaging curriculum in dynamic learning environments to fulfill our mission and commitment to our students, families and the Shakopee community.

**SHAKOPEE PUBLIC SCHOOLS MISSION STATEMENT:** Shakopee Public Schools, in partnership with our community, will educate lifelong learners to succeed in a diverse world.

At Saber Online, students, families, teachers and support staff are a team, all focused on student success. We welcome your contact with teachers and staff and are available to answer any questions, provide assistance or address any concerns you may have. However, we encourage you to support your students in practicing self-advocacy. Often the easiest way to resolve a question or concern about a specific class/assignment is for the student to communicate directly with their teacher.

#### General Guideline for Who to Contact:

- To report an **absence**:
  - Call **East Middle School Attendance Line**
    - 952.496.5703
- For questions or concerns about **classroom issues, curriculum, assignments, progress, etc.:**
  - Contact the classroom teacher
    - Contact info for individual teachers is on their Canvas Home Page and on the website
- For **social/emotional support** or help connecting with **community resources**:
  - Contact a Counselor at East Middle School
    - Joan Hunstiger (Last names A-L)
      - [jhunstiger@shakopee.k12.mn.us](mailto:jhunstiger@shakopee.k12.mn.us)
      - 952.496.5773
    - Megan Morinville (Last names M-Z)
      - [mmorinville@shakopee.k12.mn.us](mailto:mmorinville@shakopee.k12.mn.us)
      - 952.496.5711
  - Contact the Social Worker at East Middle School
    - Jeff Stephani
      - [jstephani@shakopee.k12.mn.us](mailto:jstephani@shakopee.k12.mn.us)
      - 952.496.5725
- For **Saber Online Program Information** or general questions/concerns
  - Contact the Saber Online Supervisor
    - Lori Link
      - [llink@shakopee.k12.mn.us](mailto:llink@shakopee.k12.mn.us)
      - 952.697.8730
  - Shakopee Schools/Saber Online Website
    - [www.shakopee.k12.mn.us](http://www.shakopee.k12.mn.us)
- For **technology issues**:
  - Email: [parenthelp@shakopee.k12.mn.us](mailto:parenthelp@shakopee.k12.mn.us)
  - Phone: 952.697.8701 (This is **not a direct line**. Please leave a **voicemail** and the team will get back to you.)
    - Currently supporting options to leave messages in English, Spanish and Somali.



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### Saber Online - Student Experience

#### Saber Online is committed to providing all students with:

- Engaging and relevant learning experiences and development of life skills
- Learning experiences that encourage cooperation, collaboration, and innovation
- Technology resources to create, research, communicate and produce academically sound products
- An environment of respect, self-control, ethical behavior and empathy as classmates and members of our communities
- A focus on developing responsible citizens in our schools and communities, as well as the digital world

#### Student Daily Schedule

- For Saber Online, the daily schedule will mirror the in-person schedule at East Middle School. This will be a seven period day from 7:45am to 2:25pm. The following components will be included in the daily schedule:
  - Advisory time (15 minutes)
  - Class periods (45 minutes each)
    - Core classes: English, Math, Social Studies and Science
    - Assigned electives: Physical Education, Health, Family and Consumer Science, Art, Technology and Music
  - Lunch (30 minutes)
- Students will attend classes via Google Meet

#### Instructional Approach

- **Live Instruction:** Each class period will include live instruction **daily**. All students will be online for a *minimum* of 50% of the block. Teachers will remain online for the entire period to continue to support students while they work in small groups or individually.
- **Level of Student-Directed Learning:** This “classroom approach” is similar to an in-person class period. Teachers will lead whole group, small group, and one-on-one instruction. Students will be self-directed during independent work time and homework assignments.
- **Relationship Development:** Through a daily advisory period, students will connect with peers and a teacher to support their social and personal growth.
- **Learning Management System:** Canvas is the learning management system that teachers will use to:
  - organize day-to-day instruction
  - assign and grade coursework and assessments
  - provide feedback on student work
  - communicate with students
  - track and share student progress with colleagues and teams
- **Class Period Structure:** Students will participate in whole group activities in the class Google Meet, small group activities using digital breakout rooms and lesson activities that focus on individual/independent skill building. Teachers will organize individual/small group/whole group instructional activities in a variety of ways to effectively meet student needs.
- **Support Services:** Specialized instruction and support will be provided for EL students and those with IEPs. Additionally, services are available for students needing academic and/or social-emotional support.
- **Participation in Shakopee Schools Activities:** Saber Online students are encouraged to participate in any activities and events that East Middle School and Shakopee Public Schools offer throughout the year; including in-person school student/family events, clubs and activities, athletic activities/events, etc.



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### Saber Online - Attendance

- **Daily Attendance:** Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. Class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.
- **Absent/Tardy:** Students are expected to be online at the start of each class and remain in class as directed by the teacher. Students who are not in attendance will be marked absent. Students who join class late will be marked tardy.
  - **If your child will be absent, arriving late or leaving early from required online sessions, please contact the East Middle School Attendance Line.** The message should include the parent/guardian's name, student name, and reason for absence.
- **Pre-Arranged Family Trips:** Families are strongly encouraged to plan family trips around breaks during the school year (e.g. winter or spring break). Parents/Guardians are asked to contact the East Middle School office, the Saber Online Supervisor and/or child's teachers well in advance of any planned absence. Note: A family trip may not be excused based on past attendance issues.
- **Excessive Absences/Tardies:** When a pattern of excessive absences or tardiness (excused or unexcused) has developed, special interventions will be implemented. Parents/Guardians who are experiencing difficulty establishing regular attendance with the child are encouraged to contact the Saber Online Supervisor or School Social Worker for assistance and support.

### Saber Online - Digital Citizenship and Responsible Online Behavior

**Responsible Citizenship:** Being a responsible citizen in our schools, communities and the digital world requires responsibilities adapted for a changing world. We embrace the following conditions of being a digital citizen:

- Respect yourself. Select names that are appropriate and consider the info/images you post online.
- Protect yourself. Protect your personal details, contact details or a schedule of your activities.
- Respect others. Do NOT use technology to bully or tease other people.
- Protect others. Reporting abuse and do not forward inappropriate or hurtful materials or communications.
- Respect & protect intellectual property. Appropriately use and cite all content and intellectual property (websites, books, media, software, etc.).

**Student Digital Responsibility: As listed below, but not limited to:**

- **Personal Safety:** Do not send any message that includes your personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Do not send information regarding your schedule (where you are/will be, timing, dates, etc.).
- **Password Protection:** Never share your password, steal or use another person's password. If a password is lost or compromised the student or teacher should call the technology help desk. A technology support specialist will help resolve the password issue.
- **Privacy:** Students and families need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. Shakopee Public Schools has the right to monitor, inspect, copy, review and store at any time, without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of Shakopee Public Schools and no user shall have any expectations of privacy regarding such files.
- **Online Etiquette:** Follow the guidelines of accepted behaviors within this handbook and those addressed by Shakopee Schools Board Policies. Use appropriate language and graphics. Swearing, vulgarities, suggestive,



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obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use your device to make, distribute or redistribute jokes, stories, to bully anyone, or pass along obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

- **Blogging and/or Podcasting:** Use of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home, or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tools.
- **Plagiarism/Copyright/Licensing:** Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- **Proxies:** The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.
- **Accessing/Posting Inappropriate Material:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying materials (including photos of students and staff) that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal is a violation of this agreement.
- **Photos and Video:** Students are not to take pictures or videos of staff or students without staff permission. Any student use of cameras in Shakopee Public Schools should be part of a class or club activity. Unapproved camera use is a violation of this agreement.
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school unit's technology, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses, is a violation of this agreement.
- **Hacking:** No student shall obtain or try to obtain other students' accounts, files and/or data. Students are NOT to remove or attempt to remove or circumvent the management system or modify the operating system and software installed on each iPad. Using or possessing hacking software is a violation of this agreement.

### Saber Online - Technology Device (iPad) Information

#### General Information Regarding the iPad

- Shakopee Public Schools will provide each Saber Online Middle School student with an iPad, charger and protective case. Internet access in the home is the responsibility of the parent.
- The iPad should be charged and ready for use each day.
- The iPad is Shakopee Public Schools' property.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Never expose an iPad to extreme temperatures, direct sunlight or prolonged periods of time in rooms that are not at a normal room temperature.
- iPads must be kept in a secure location at all times; it is the student's responsibility to know where their iPad is at all times. For students learning at home, Do NOT leave unsupervised or lend to friends or family members outside of your home. During times when the iPad is not needed, place the iPad in a secure location.
- The iPad should ALWAYS be in its protective case.
- Do NOT place your iPad in a book bag that contains food, liquids, heavy or sharp objects.
- Contact the help desk if your iPad is not working.

#### Storing Documents

- There will be limited storage on the device and academic files take priority over personal. Several backup



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options exist to cloud storage or personal computers. Students should backup their files.

### **Applications and Content**

- Students, with the support and permission of parents/guardians may install apps or other content having an educational purpose on their iPad. Applications or content that does not have an educational purpose and is disruptive to the educational process or at home will be removed from the device.

### **Traveling with Device**

- Canvas, Infinite Campus and other software used by Saber Online may experience blocking when traveling outside of the US due to the restrictions placed on the device and/or region of the world.

### **Tech Support**

- If technical difficulties arise with the iPad, or non-conforming content is discovered, the iPad will be restored by Tech staff. If the Technology staff needs to restore the iPad, the District is not responsible for the loss of content put on the iPad by the student.

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**PLEASE NOTE: This addendum applies specifically to Saber Online Middle School students and families. Please refer to the East Middle School Student/Family Handbook for more comprehensive information regarding school and district procedures and policies.**

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