

Principal Coffee & Chat

Brewster Middle School

March 27, 2020

Brewster Middle School

◆ DoDEA Mission Statement

- *Educate, Engage, and Empower military-connected students to succeed in a dynamic world.*

◆ Our Vision

- *Excellence in Education for Every Student, Every Day, Everywhere*

Purpose

- ◆ Communicates vision and mission of DoDEA-Blue Print Alignment
- ◆ Fosters and cultivates partnership with all stakeholders (students, parents, district, Camp Lejeune, business, and external-Onslow and greater community)
- ◆ Creates open communication and safe harbor for concerns and pride for excellence in action

Rules of Netiquette

LEARN THE NETIQUETTE RULES

Just like in your face-to-face classroom, there are some basic rules that you must follow in your online classroom:



Be aware — watch what you write/say and how you write/say it. Do not use profanity; it is strictly prohibited. Consider the tone of your message; be respectful. Use words like please and thank you. Jokes, sarcasm, and excessive use of emoji's or acronyms can be misunderstood in online communications.



Dress for success — wear appropriate attire during live synchronous sessions: remember your image is being transmitted to your teacher and classmates. For example, no pajamas.



The written word — do not type in all caps: it is considered shouting and is difficult to read. Use proper punctuation, spelling and grammar. Use the chat for course topics, not as a personal chat during live synchronous sessions. It is most important to read and think before you respond to posts/chats. No name calling or posting of offensive pictures or comments (cyberbullying).

RULES OF NETIQUETTE

- Rule 1** Remember the **HUMAN**. (Make it Personal, Do No Harm, Share and express feelings)
- Rule 2** Know where you are in the digital space. (Look around!, Be Polite, @tj_dewarid)
- Rule 3** Real life **REFLECTS** Online It's. (Follow the laws, Be ethical, Don't speak)
- Rule 4** Respect time and bandwidth. (You are not the center, Make Messages Meaningful, Quality NOT Quantity)
- Rule 5** Check facts and links? (Be Polite, Grammar matters!, edit x1)
- Rule 6** Share **EXPERT** knowledge. (Share experiences, Create summaries)
- Rule 7** Check your **OPINIONS** and **PROFILES**. (Have IDs not people)
- Rule 8** Respect other's **PRIVACY**. (Don't publish, Link or share)
- Rule 9** Don't abuse your **POWER**.
- Rule 10** **FORGIVE MISTAKES**. (Be Kind, We are all humans here, Address issues and)

Discussion Etiquette

DISCUSSION ETIQUETTE

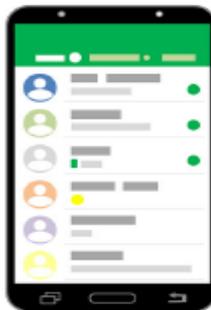


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- ✓ Free of profanity, derogatory comments, or making inappropriate comments or using bad language.
- ✓ It is okay to disagree, and often a great way to learn, but no personal attacks.
- ✓ Be nice, positive and respectful – particularly when in response to a classmate's post.



No bullying!



- ✓ No Instant Message (IM) language - avoid slang.
- ✓ Posts should be in academic writing (proper spelling, grammar, punctuation, capitalization).
- ✓ Choose to learn about your peers. You can really get to know each other through discussions.
- ✓ Be willing to learn, share ideas, and be open to change!

PLAGIARISM AND ACADEMIC INTEGRITY



As our digital learners work virtually with many resources, upholding a sense of academic integrity while producing original work can prove to be a balancing act in an online environment. While Turn-It-In, a plagiarism checker embedded in Schoology, can be used to compare student work to external sources, sometimes a simple search using key words can isolate an online source or sources.

Additionally, students who collaborate sometimes believe that identical documents are appropriate to turn in. However, all work should be finalized with each student's unique language (although there may be necessary overlap at times).

Any violation of the [DoDEA Academic Integrity Policy](#) can result in severe consequences. Any cheating or copying will result in an administrative referral and possible grade reduction to include the possibility of earning a zero for the assignment. Students are encouraged to take the time to work individually on assignments without the use of the internet where applicable.

What is plagiarism and academic integrity?

Academic integrity is upholding truth and honesty when submitting work. Plagiarism, cheating, copying the work of another student, or copying answers from the Internet are all examples of violating academic integrity.

Plagiarism is taking someone else's work or ideas and passing them off as your own. We compare student work to external sources using Turn-It-In.

Can students use other websites to help complete their assignments?

First, all assignments should be the student's own original thoughts and ideas even when they have reviewed other sources.

If an assignment *requires* research per the instructions, students should use external sources and include in-text citations and a works cited page.

If students need to define a word or look for citation rules, they may use external resources.

The Purdue Online Writing Lab (OWL) is an excellent tool for citation rules. It can be found at <https://owl.pur>

Reminders for working online or collaborating with other students:

All assignments should be the student's original thoughts and ideas.

If an assignment allows the use of external resources, students must include in-text citations and a works cited page.

Teachers will identify the formatting style (APA, MLA) to be used.

When in doubt, students should contact the teacher!

For further information and examples of ten types of plagiarized text, please visit *The Plagiarism Spectrum* at Turnitin: <https://www.turnitin.com/static/plagiarism-spectrum/>.



TIME MANAGEMENT

Your success can many times be measured by how well you balance your “learning” time with some “down” time. Successfully managing time is a skill that will follow you throughout your personal and professional life.

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Budgeting Time

As you schedule your time consider the following questions: When are you the most productive? How much sleep do you need? When are your surroundings the quietest? When are your friends around? When do you participate in other activities like sports, scouts, religious activities, etc.?

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Using a Calendar or Day Planner

A calendar or day planner can help you organize assignments. List what hour(s) you will set aside for studying for each course and document important dates. For example, list when written assignments or tests are due or to be taken.

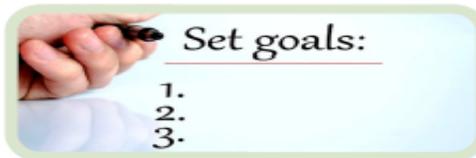
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Preventing Fatigue

If you begin to lose interest in what you are doing after say, 20 minutes, you should take a short break. Stand up, move around, pet the dog, get a drink, and then come back to the subject and begin with a review of what you have read, think about the main points of the reading, and then move on.

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Setting Goals

You should set goals for completing your schoolwork—you need a daily plan and also a plan looking at the “big picture.” This involves deciding when to complete assignments in each course. Your teacher will provide a list of assignment due dates to help you plan.



ck/getty images

Remember,
we are in
learning
stations.

Google Meet EXPECTATIONS



Tips for being a good student
and classmate in Google Meet

- **Please show up at the correct times. Do not enter the Meet until the Teacher is present.**
- **Find a quiet place away from distractions such as TV, siblings, pets, etc. if you can.**
- **Mute your microphone until you are called upon to speak.**
- **If you are called upon to speak, unmute your microphone, so we can hear you.**
- **If you have a question, put it in the chat.**
- **Keep the sidebar chat on topic.**
- **If you are responding to another student in the chat, write their name before your response.**
- **Refrain from chewing gum or eating food in front of the camera.**
- **Hang up at the end of the Meet.**



Always be respectful & responsible
Remember, this is school.
You are using a DoDEA Google Account for educational purposes.

Family Coping Tips

- **When the entire family is online, we can unintentionally disconnect. Try these tips:**
 - *Stay connected through board games, favorite movies, and themed dinners.*
 - *Schedule family meetings to check-in with each other.*
 - *Write an encouraging note (handwrite).*
 - *Facetime family and friends who are away.*
 - *Exercise*
 - *Listen to each other*

Counselor Tips



Parents,

As at-home online learning continues and you settle into your routines, we thought a few helpful hints on how to ease the navigation of assignments and meeting due dates might be helpful! Here are a few that you might consider as you and your child plan your academic day. We hope these strategies help!!

1. Taking breaks every 45 mins to half an hour
2. Setting specific times for working on school work
3. Going for short walks everyday to get out of the house and get some fresh air.
4. Organizing items due each week on a piece of paper to cross off as the assignment is completed. This is helpful to reduce feelings of anxiety and being overwhelmed. Folding a paper into 4 sections for the 4 content areas and write the assignments due in each square. Date the paper for the week and then discard when complete. You can fold more sections to include the elective classes as well.
5. Organizing all materials in a basket that is put away at the end of the day each day to signal learning is done and its time to take a break and relax. Don't let school consume the entire day everyday!

Links to Helpful Sites

Click on the links below! They will open to some valuable sites that will give information on how to organize your child's day for productive learning, and will offer resources for fun review lessons.

[Focus on Five: Tips for Parents for Home Learning](#)

<https://www.quia.com/shared/>

Brewster Spirit Week

March 30th

Wacky Hair Day

March 31st

Mismatch Day

April 1

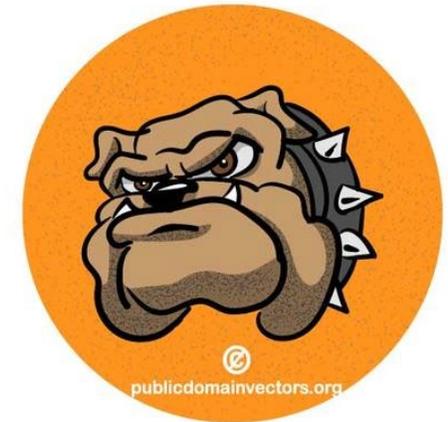
Workday

April 2nd

Brewster Pride Day

April 3rd

Purple Up



References

- DoDEA Virtual High School
- Other sources cited in weblinks.

Please take care of yourselves. Email us if you have questions.