

North Parkway Middle School

School Plan



Providing a Safe Environment

- **Mask-** Students, staff and faculty are expected to wear a mask while in motion, within 6ft of others and on the school bus.
- The school will frequently communicate the 3W's:
 1. Wash your hands
 2. Watch your distance
 3. Wear your mask. There will be 4 teams of two who will take temperatures of students as they arrive to school.
- **Temp Check & Isolation Room-** Each team will serve a grade at three different entries to the building. A team will serve the car rider line. If a student has a temperature, the student will go to the isolation room that can be accessed through an exterior door. School personnel will contact the parent for immediate pick-up. The parent will be informed that the student cannot return to school until the student is fever free for 24 hours without medication. (Fever is 100 and above.)
- **Staff Temp Checks-** Each staff member will check their temperature at the Kiosk upon entry into the school. If a staff member has a temperature, the school administrator will follow guidelines provided by Five Point training personnel, Jackson-Madison County Health Department and Jackson-Madison County School's guidelines.
- **Avoidance of Assemblies-** Students will go to their grade pods upon arrival to school after their temperature is checked. Students will not assembly in groups of fifty or more in locations with limited space. Teachers are asked to arrive to school ten minutes early so that they are able to receive students into their classes when buses arrive. (Teachers will be allowed to leave 10 minutes early at the end of the day to make up the difference in time.) Students will also be dismissed from their classrooms in a similar manner.
- **Breakfast/Lunch-** Students will eat all meals in the classroom. This will limit transitions as well as a large assembly of students in one location. Students will be supervised by Elective teachers while classroom teachers receive a duty-free lunch.
- **Transitions-** Transitions will be limited to arrival, bathroom breaks and dismissal.
- **Restroom breaks-** Classes will be scheduled for restroom times. Masks should be worn when in the hallway and during all transitions. Only one class allowed in the hallway at a time. Students should be spaced 6 ft. apart or standing on designated marked spot while waiting for the restroom. All students should be required to make an effort to use the restroom and wash hands during the designated restroom breaks. 3 - 4 students in the restroom at a time. Each class should only be at the restroom for 5 minutes or less.
- **Classes-** Students will remain in their homeroom class throughout the day. Teachers will transition from classroom to classroom instead of students moving. Elective teachers will have a rotating schedule to provide instruction to each cohort weekly. Select electives will have specialized groups, practices or academies after school while following social distancing guidelines. Teachers will follow the procedures listed below:
 - Wipe down desks at the end of the day with a disinfectant wipe.
 - Students are highly encouraged to bring their own pencils, pencil sharpener, highlighters, dry erase markers, etc. Extra materials will be available on an as needed basis, and they need to be stored in bags that are labeled used or unused. Sanitize the used materials at the end of the day.
 - Avoid pairing students.
 - Avoid sharing items.
 - Book bags and jackets should be hung on the backs of chairs.
 - All desks should be spaced at least 6 feet apart. All unnecessary furniture should be removed from the classroom to make room for social distancing. All desks should be facing the same direction.
 - Teachers should not allow students to move or get out of their seat.
 - Students should step out if they need to sneeze or cough. They need to be reminded to sneeze/cough into their arm if not enough time to step out.
 - Teachers may collect student work in a basket to avoid students from passing around.

- **Healthy practices-** Soap and hand sanitizers will be maintained in the restrooms. Teachers will be encouraged to have students use hand sanitizers as they enter the classroom, before meals and after bathroom breaks. Teachers will wipe down desk, door handles and areas frequently touched at the close of each day with Clorox wipes and/or disinfect spray. Supplies should be provided by the school.

Core Instruction

- **Traditional teaching and learning**
All teachers will teach traditionally with no more than 15 students on average in a classroom setting depending on the dimensions of the classroom. Students will remain approximately 6ft apart, facing forward, avoiding close proximity of one another.
- **Virtual teaching and learning**
Teachers will have the responsibility of delivering core instruction to traditional and virtual learners. Special education staff will serve special service students who are virtual students.
- **Cyberschool**
Cyberschool students will be served by Cyberschool teachers.
- **RTI/Recovery Time**
Each student has scheduled RTI/recovery time. Virtual students will have access to online iReady. Traditional students will have access to iReady hardcopies/workbooks. Students served through special services will have small group intervention based on skills deficit that is provided by Special Education teacher.

Virtual and In-person Schedule

Schedule 2020-2021

6th Grade

7:15-8:00 Intervention/Recovery

8:05-9:30 Block 1

9:35-11:00 Block 2

11:05-11:30 Block 3

11:30-11:55 Lunch

11:55-12:55 Block 3 continued

1:00-2:00 Block 4 (Activity)

7th Grade

7:15-8:00 Intervention/Recovery

8:05-9:30 Block 1

9:35-11:00 Block 2

11:00-11:25 Lunch

11:30-12:00 Block 4

12:00-1:00 Activity

1:00-2:00 Block 4 continued

8th Grade

7:15-8:00 Intervention/Recovery

8:05-9:30 Block 1

9:30-10:30 Block 2 (Activity)

10:30-10:55 Lunch

11:00-12:30 Block 3

12:35 – 2:00 Block 4

Note:

- Students should sign into Microsoft 365 promptly at the beginning of each block.
- Students are encouraged to eat at their scheduled lunch time to avoid loss of instruction.
- Students may be asked to work in iReady for interventions. The virtual learner can work independently in the intervention program. The virtual teacher will be available for support as needed.

RTI/Recovery Schedule

7:15-8:00
6th Grade
7th Grade
8th Grade

Virtual Learning Plan

According to the district's Continuous Learning Plan, the virtual classroom option is a 9-week period of virtual instruction facilitated by a grade/subject level teacher. Students will use their laptop or district issued laptop to access Microsoft TEAMS or Google Classrooms to access Live Streaming synchronized instruction. Teachers will have support from the Virtual Team. Also, teachers will receive training using the platforms.

Attendance and Assignments

Our guidelines for a successful virtual student include attending to daily work in a systematic manner. The virtual student dedicates the time needed to successfully master the content in the course. Students are expected to attend and participate in their online education courses as fully as they would attend and participate in a traditional classroom course. Students will be given weekly schedules for each class, due dates, and they are responsible for completing those assignments in a timely manner at the teacher's expectation. Teachers and parents/guardians are expected to monitor student attendance and class progress. Teachers will take attendance daily for both virtual and traditional students. All absences are unexcused unless a doctor note is provided. Excuses must be turned in to the administrator within 3 school days. These may be submitted via email.

Students are expected to login within 5 minutes of their scheduled class time before being marked as tardy. After 3 tardies in a class period, the teacher will intervene by speaking with a parent. Five or more tardies in a class period may result in further consequences. – If the student is experiencing technical difficulties, the student must make contact with the virtual teacher as soon as possible.

If a student falls behind the prescribed weekly requirements, we reserve the right to mandate that the student do any or all of the following:

- Keep a daily log of time spent on each activity
- Weekly virtual check ins with teachers or administrators
- Withdrawn from virtual school and required to attend traditional school

The same guidelines for the JMCSS Board Policy on Attendance applies to virtual school attendance. Policy 6.2000 <https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF123906&ithint=file%2cdocx&authkey=!AI5rgAanAB-MgtY>

Communication

Students are required to be an effective communicator while enrolled in Virtual Learning. This is vital to the success of our virtual students. It is expected that the virtual student maintain consistent and regular communication with their teachers. The following expectations are required for all virtual students:

- Maintain internet access at all times.
- Provide the school with an up to date phone number and address.
- Please feel free to communicate with the teacher with any concerns that you may have during their planning/office hours.
- Must respond to all teacher and administrative questions within 24 hours on regular school days (Monday-Friday).
- Are required to participate in all district mandated testing in a face to face environment. Tests include STAR diagnostic testing, content area benchmark tests, ACT/ACT Aspire, and TCAP testing. This may require students to be present at the school buildings for multiple days.

General Expectations

There are general expectations for students:

- complete 6.5 hours/day
- make adequate progress in each class, stay on pace, and have passing grades
- ask questions when you don't know!
- maintain weekly contact with teacher

- read messages/emails daily
- take all required face to face assessments, including state tests

There are general expectations for parents:

- facilitate student learning by checking grades in Power School
- assure student is following the structured schedule
- provide consistent and high-speed internet access
- check email daily and communicate with the teachers regularly about progress and assignments
- pick up student materials, check out textbooks, sign student use and agreement form

Distribution of Virtual Materials

Week of August 17th-21st By appointment only.

6th Grade- Alice Light/ Terrance Ross

7th Grade- Ashanti Murphy/ Teresa Rivers

8th Grade- Luke Carter/ Kirby Holloway

Code of Conduct: All virtual students enrolled are subject to the Jackson-Madison County Schools Student Code of Conduct and all rules contained therein. Internet access is required for all virtual students and must use this access in a responsible, safe, efficient, ethical, and legal manner. Use of the Internet must be in accordance with the Jackson-Madison County Schools Student Technology Acceptable Use Policy. Virtual students agree to Jackson-Madison County Schools Student Technology Acceptable Use policy when enrolling in Virtual Learning School. JMCSS 6.300 Code of Conduct <https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF124044&ithint=file%2cdocx&authkey=IAK9icz15nh1hh8Q>

Academic Integrity: Academic integrity is fundamental to a successful distance learning experience and ultimate student mastery. For learners, this means that the student, without unauthorized help of any kind, completes all academic work consistent with the following:

- The student completes each assignment independently and without help.
- The student does not practice plagiarism in any form.
- The student does not cheat in any form.
- The student does not allow other individuals to copy work.

The student does not misuse content from the Internet. Plagiarism is defined as copying or using ideas or words from another individual and presenting those ideas or words as the student's without properly citing the source. Cheating is defined as submitting work that is not completed by the student. Note that collaboration with another individual on any assignment must be pre-approved by the teacher. Specific examples of plagiarism that will not be tolerated are:

- Copying, paraphrasing or summarizing another person's work without citing that source.
- Using material, including photographs, from the internet and representing it as your own, even if you have changed some of the words.
- Asking someone else to write the assignment or rephrase any portion of that assignment.
- Directly copying or rephrasing student aids (Cliff Notes, for example), critical sources, or reference materials in part or whole without acknowledging those sources. Teachers suspecting that a virtual student has violated this policy, the teacher will intervene in accordance with the guidelines set forth by the school procedures and policy. The minimum consequence for plagiarism is clearing all answers in the lesson and starting over. The maximum consequence is dismissal from the program.

Cyber-bullying/Bullying: Every student has the right to an educational environment that is reasonably free from intimidation, harassment, harm or threat by another student. The Jackson-Madison County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;

- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.
- Defining a student in a sexual manner or conduct impugning the character of a student based allegations of sexual promiscuity.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

The administrator of the school will adhere to JMCSS School Board policy 6.304 as it relates to all forms of bullying. <https://onedrive.live.com/view.aspx?resid=C425CC264269ABEF123759&ithint=file%2cdocx&authkey=!AKVfJVGsunDLzxU>

Remote Learning Student Etiquette:

- Email and other communications should always be appropriate. The following are etiquette expectations for virtual students:
- Always use correct spelling and grammar. Do not use any acronyms associated with social media.
- Provide a brief and concise summary in the subject line of the electronic communication.
- Keep communications brief and to the point.
- Do not discuss inappropriate items
- Do not write messages in all capital letters.
- Remember that your electronic communication is not private and you are representing yourself and school.

Physical Education

Physical education may be defined as "the development and maintenance of skills related to strength, agility, flexibility, movement, and stamina, including dance; the development of knowledge and skills regarding teamwork and fair play; the development of knowledge and skills regarding nutrition and physical fitness as part of a healthy lifestyle; and the development of positive attitudes regarding sound nutrition and physical activity as a component of personal well-being." There will not be an offering of an online version of physical education and fitness program. However, we encourage all students to engage in cardiovascular exercise daily that promotes healthy living. Student attendance in Physical Education is required at 90 minutes per week.

The PE teachers will provide Go NOODLE/ physical activity links to videos for students to stay active while learning from home.

Withdrawal from Virtual Classroom

We will strive to ensure that online learning is the best educational placement for each student enrolled. When in the best interest of the learner, the student may be withdrawn from the virtual school, enrolled in a more appropriate educational placement, and prevented from re-enrolling until the student demonstrates virtual learning readiness. Reasons include, but are not limited to, the following:

During the semester, the learner has not demonstrated progress in the virtual courses as demonstrated by the following: (1) not logging into the virtual course, and/or (2) not completing the assigned lessons and progressing forward in the course, (3) the student has extensive, documented, virtual truancy issues and is better served by the accountability associated with physical attending, daily, a traditional school. Full-time students with extensive virtual truancy will be transitioned back to the appropriate traditional school at the end of the nine-weeks grading period. If a student chooses to voluntarily withdraw from Virtual Learning School, he or she may only transition to their traditional school at the end of each 9 weeks.