

North Parkway Middle School

VIRTUAL PARENT GUIDE

A Brief Guide to Understanding Virtual School Requirements



General Information

- Virtual school is remote learning that is synchronize with traditional face to face learning. The student is expected to follow their class schedule by logging at the appropriate times. Breaks will be given in between classes. The student is expected to participate and complete assignments with the same guidelines as those in traditional school. A variance of traditional school may be the submission of work electronically. The overall goal is to maintain high quality instruction and student practice remotely to maintain students' learning pace alongside their traditional peers.
- Devices will be provided for students if requested by a parent. The parent and student will be responsible for the maintenance of the device. A technology and responsibility agreement form must be signed by the parent/guardian before the device is released to the student/parent.
- It is mandatory that registration is complete before the issuance of laptops and learning materials.
- Students will need items on their school supply list in order to participate, organize work, follow teacher expectations and submit assignments.
- Virtual learners must dress appropriately when attending virtual classes, assessments, and other video conferences.
- Virtual learners will log in using their school email to Microsoft 365 using their class links that will be emailed to each virtual learner. Students can access their email through Microsoft 365 Login Site.

Characteristics of Successful Virtual Learning

Characteristics of successful virtual learning courses offer students opportunities to learn in new, engaging ways while being active learners. In general, to be successful virtual students must continuously demonstrate the following competencies:

- The virtual student strives to achieve his or her full potential.
- The virtual student takes ownership of his or her learning.
- The virtual student is an excellent communicator both orally and in writing.
- The virtual student constantly displays academic professionalism.
- The virtual student is self-motivated and self-disciplined.
- The virtual student exhibits attention to detail, reading and following all instructions.
- The virtual student is adaptable and able to manage competing demands in various virtual courses.
- The virtual student takes responsibility for actions and in keeping commitments.
- The virtual student has excellent time management skills completing virtual assignments on time and remaining on-pace.
- The virtual student seeks help when support is needed, or speaks up if a problem arises.
- The virtual student has a "no excuses" attitude.
- The virtual student maintains a positive attitude toward learning

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. Special circumstances must be discussed with the teacher and/or principal.

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

North Parkway Middle School Virtual Schedule

- Students should log on promptly at the beginning of each block.
- Students are encouraged to eat at their scheduled lunch time to avoid loss of instruction.

6th grade

7:30-8:45 1st block
 9:00-10:15 2nd block
 10:30-11:00 Lunch
 11:00-12:15 3rd block
 12:30-1:30 4th block (Activity block)
 1:30-2:00 Intervention/Office hours
 2:00-2:30 Office hours for students/parents to receive assistance or feedback

7th grade

7:30-8:45 1st block
 9:00-10:15 2nd block
 10:30-11:00 Lunch
 11:00-12:00 3rd block (Activity block)
 12:00-12:30 Intervention/Office hours
 12:30-1:45 4th block
 1:45-2:30 Office hours for students/parents to receive assistance or feedback

8th grade

7:30-8:45 1st block
 9:00-10:00 2nd block (Activity block)
 10:00-10:30 Intervention/Office hours
 10:30-11:00 Lunch
 11:00-12:15 3rd block
 12:30-1:45 4th block
 1:45-2:30 Office hours for students/parents to receive assistance or feedback

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 of instructional work (not necessarily all online)
- 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 *Behavior Code of Conduct*

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=!AK9icz15nh1hh8Q>

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=IAKVfJVGSunDLzxU>

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
- Use appropriate language
- Do not write messages in all capital letters.
- Remember that your electronic communication is not private and you are representing yourself and school.
- Dress appropriately (no hair bonnets, no tank tops, no inappropriate language on shirts)

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.

JMCSS School Policies

JMCSS school policies can be found at <https://tsba.net/jackson-madison-county-board-of-education-policy-manual/>