

Marengo County Schools Virtual Learning



Marengo County Schools



Student Handbook 2020-2021

101 N. Shiloh Street
Linden, Alabama 36748

Central Office: (334)-295-2232



For the 2020-21 school year, Marengo County Schools (MCS) families will have the option to attend their designated zoned school or participate in Full Time Virtual School (FTVS) through their designated zoned school. All students are expected to maintain sufficient academic progress. This handbook is provided to outline the procedures and expectations for families who choose to enroll their student in the MCS FTVS. For the purposes of this document, FTVS is defined as a form of distance or remote learning that is done using the internet and electronic instruction. The MCS will follow the guidelines of the Governor and State Superintendent.

Becoming a Student

Application

MCS does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L.101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act.

Orientation Process

A student orientation video will be provided to all choosing the FTVS path. The student and at least one parent/guardian will be required to watch the orientation video.

Academics

Grades Pre-K - 12 MCS FTVS **daily** instruction and assignments will be provided by MCS teachers via Google Classroom, Live Streaming using Zoom/Google Meet, and email. In order to fully cover the required curriculum, students should expect to spend the amount of time listed in the table below engaged in online learning.



Grade	Minimum	Maximum	Recommended Length to Sustain Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

*ALSDE recommended daily time allotments for FTVS

Attendance Requirements and Verification

Attendance Verification

For attendance purposes for the 2020-2021 academic year, **students** will take ownership of their attendance by completing assignments on a regular, daily basis. Students who regularly complete assignments online are considered maintaining proper attendance. Completion of daily assignments will make-up 20% of a student's total grade.

Required Assessments

Students will be required to complete all **state mandated assessments** within given time-frames.

- The i-Ready reading & math assessment for grades K-12 will be completed by August 26, 2020.
- Specifics on the other state mandated assessments: WorkKeys (12th), ACT (11th), (Pre-ACT (10th), DRC Summative (2nd through 8th grade), ACCESS 2.0 for EL students, and DRC Alternate (IEP) will be shared as soon as information is shared by the Alabama State Department of Education.



All students will be **required** to take assessments during regularly scheduled Zoom meetings on Wednesdays and Thursdays each week from 2:45--3:20. Zoom invites will be sent to students via their school email/Google Classroom.

Secondary Test Schedule (7th-12th grade)

Math	Science	ELA	History	Elective 1	Elective 2	Elective 3
Wed. August 26	Thurs. August 27	Wed. Sept. 2	Thurs. Sept. 3	Wed. Sept. 9	Thurs. Sept. 10	Wed. Sept. 16
Thurs. Sept. 17	Wed. Sept. 23	Thurs. Sept. 24	Wed. Sept. 30	Thurs. Oct. 1	Wed. Oct. 7	Thurs. Oct. 8
Wed. Oct. 14	Thurs. Oct. 15	Wed. Oct. 21	Thurs. Oct. 22	Wed. Oct. 28	Thurs. Oct. 29	Wed. Nov. 4
Thurs. Nov. 5	Thurs. Nov 12	Wed. Nov. 18	Thurs. Nov. 19	Wed. Dec. 2	Thurs. Dec. 3	Wed. Dec. 9
Thurs. Dec. 10						
<p>Required Exams will be taken during the regular class schedule with the traditional students via Zoom meeting. Exams will be given on Wednesday-Friday, December 16th-18th. Schedule will be posted in November to the school's website and in students' Google classrooms.</p>						

Elementary Test Schedule (K-6th grade)

Reading	Math	Spelling Phonics	Language	Language Writing	Science	Social Studies
Wed. August 26	Thurs. August 27	Wed. Sept. 2	Thurs. Sept. 3	Wed. Sept. 9	Thurs. Sept. 10	Wed. Sept. 16
Thurs. Sept. 17	Wed. Sept. 23	Thurs. Sept. 24	Wed. Sept. 30	Thurs. Oct. 1	Wed. Oct. 7	Thurs. Oct. 8



Wed. Oct. 14	Thurs. Oct. 15	Wed. Oct. 21	Thurs. Oct. 22	Wed. Oct. 28	Thurs. Oct. 29	Wed. Nov. 4
Thurs. Nov. 5	Thurs. Nov 12	Wed. Nov. 18	Thurs. Nov. 19	Wed. Dec. 2	Thurs. Dec. 3	Wed. Dec. 9
Thurs. Dec. 10						

Required Exams will be taken during the regular class schedule with the traditional students via Zoom meeting. Exams will be given on Monday-Friday, December 14th-18th. Schedule will be posted in November to the school's website and in students' Google classrooms.

Accommodations

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/504 plan.

Grades

Virtual Grading Policy

Tests/Assessments---60%

Classwork in the Google Classroom (min of 3 each week)---20%

Daily activities and participation in the Google classroom-----20%

It will be critical that students keep up with daily assignments and spend time reviewing the teacher's instructional videos, and studying the assigned material so that students are mastering the required content and are prepared for all assessments.

Final Exams

High School (7th-12th grade)

Exams will be given in all subjects. The weight of the final exam will be 20% of the final average, as always. Required Exams will be taken **during the regular class schedule** with the traditional students via Zoom meeting. Exams will be given on Wednesday-Friday, December



16th-18th. Schedule will be posted in November to the school's website and in students' Google classrooms.

Elementary School (K-6th grade)

Required Exams will be taken during the regular class schedule with the traditional students via Zoom meeting. Exams will be given on Monday-Friday, December 14th-18th. Schedule will be posted in November to the school's website and in students' Google classrooms.

Academic Support

Course Progress and Academic Support

It is the sole responsibility of the student to complete the work for his or her courses. It is the student's responsibility to reach out and inform the teacher that he or she needs to schedule additional time with the teacher for support. Students should communicate with the teachers via email or through the Google Classroom discussion thread.

Teachers will monitor student progress during the academic term, but ultimately the student must take the initiative to complete the course and stay on track for completion.

Teachers from the home school will be available, virtually, on Mondays and Wednesdays from 2:45-4:45 to answer any questions that parents/students may have about coursework.

Grade Monitoring, Progress Reports, and Report Cards

Student progress is updated **weekly** in the INOW Parent/Student Portal and reflects student progress and achievement as grades are updated. Additionally, students have daily access to grades and assignments through Google Classroom, and parents can sign up for notifications for Google Classroom by contacting the course teacher. Parents may access iNOW to check student progress at any time.

For INOW login information, please contact the main office at each designated school.

Report cards will be mailed to each student the same day that traditional students receive theirs (dates in the Code of Conduct).



Technology Device, Electronic Media Consent and Internet Agreement

Technology Device

Marengo County Schools will begin its **1:1 Digital Initiative**. Technology devices will be available for all students participating in MCS FTVS and will be issued by each individual school. All students will be issued a technology device for virtual learning upon registration. These devices must be used with internet access at home. A schedule for digital device pick up will be communicated by each individual school at a later date. Only MCS provided devices will be supported by the district for FTVS students.

Withdrawal or Transfer from MCS Virtual Learning to MCS Traditional Learning

All requests for moving from MCS Virtual Learning to a MCS traditional classroom will need to be made in writing via email or in person to the principal at least one week before the end of the grading period.

Withdrawal from MCS Virtual Learning

Any student participating in Virtual Learning who plans to withdraw from Marengo County Schools for any reason should contact their designated school's main office with a parent/guardian. The correct procedure will be explained to the student at that time. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. Transcripts will not be forwarded until all obligations are cleared.



Acknowledgment of receipt of information for Full Time Virtual Student (FTVS):

I have read the Marengo County Schools Full Time Virtual Student (FTVS) Handbook. I understand that this is a 9 week grading period long commitment on the part of the students and parents.

I have read and understand the Marengo County Schools FTVS Procedures. I understand:

1. All work submitted will be my own work. All assessments will be my independent work.
2. I will abide by all Marengo County Schools FTVS procedures.
3. I will maintain consistent, **daily** access to a device and the internet to complete the online course(s).
4. I agree to take all Alabama mandated assessments as required by the ALSDE.
5. I understand MCS will provide a digital device to complete work that I will be held responsible for.
6. I have watched the FTVS Expectations video and understand what is expected of me.

Parent Signature

Date

Student Signature

Date



ACADEMIC INTEGRITY CONTRACT

Marengo County Virtual School students must sign a commitment form attesting to academic integrity regarding each of the following topics. If a student fails to abide by these policies, the student will be removed from the course with a failing grade and will be subject to other consequences as determined by the Marengo County Virtual School System Administrators.

- All work must be completed by the students alone.
- Any collaboration among students must be pre-approved by the teacher.
- Plagiarism will not be allowed in any form. This will include copying or using the ideas or words of others and presenting them as one's own.
- Students will not allow others to copy their work.
- Content from the Internet will not be misused or misrepresented.

If an instructor confirms that a student has plagiarized work in any manner, the student will be subject to consequences determined by Marengo County Virtual School Administrative Staff, the distance learning teacher, and the local school system, and will be subject to removing from the course with a failing grade.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____