

Marengo County Schools Virtual/Remote Learning



Marengo County Schools



Teacher Handbook 2020-2021

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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.

There is a Student Handbook that has been shared on the district website to explain this to parents and students. It is recommended that teachers post that Handbook in a resources section in each Google Classroom.

Students and parents will sign the FTVS Agreement prior to picking up their devices. Teachers and administrators will ensure that the agreement is on file and readily available in case there is an issue or concern about understanding the expectations.

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. (will be posted on the website soon)

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.

A Zoom subscription has been purchased for teachers to utilize for live streaming/videoing lessons. The paid version of Zoom allows teachers to utilize all the bells and whistles that the free version did not. Microphones that teachers can wear around their neck have been purchased for every teacher to make the sound quality better for videoing instruction. Teachers will utilize their laptops to video lessons. A grant has been written to purchase swivel cameras for each teacher.

Teachers will need to create Google classrooms for each of their classes. Teachers will organize the classroom in a way to make it clear and concise for students to manage their daily learning. Teachers will add their administrators, Kate Huggins, and Cathy Seale as teachers in



the classrooms. This will allow easy communication and transparency in providing support to all students and teachers. Training will be provided during inservice days. For teachers that have questions now, they may contact Kate Huggins or Cathy Seale for support.

Teachers will follow their approved daily schedule. As all daily lessons are taught to traditional students, teachers will livestream that lesson via Zoom for students that can join at specific class times, specified in a course syllabus that is posted in the Google classroom and shared with parents via email. Lessons will also be recorded simultaneously for posting to the Google classroom at the end of each day. After the lesson is taught, the teacher will explain the assignment/activity for traditional students to complete and get them started so they can work with partner or independently while teacher can then go back to her laptop to debrief with students on the Zoom meeting to review, explain the assignment they will complete, and answer any questions they have, or set up a specific time for teacher to meet with individual students if the need arises. Then, the teacher will close the Zoom meeting and finish the support/instruction for the traditional students. This process will be repeated for each lesson during the day.

At the end of the day, teachers will upload the videos and assignments into the Google Classroom for the students that were unable to join the Zoom meeting.

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

Use the time allotments to help you plan your daily videos. Remember that each lesson should **begin** with the daily learning target so it is clear what you want students to know and be able to do by the end of the lesson and **end** with a way to assess whether they have learned it. Teachers may utilize online textbook resources, IXL, i-Ready, DBQ resources, Defined Learning resources, and other digital or print resources to provide practice for students.



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 initial i-Ready reading & math assessment for grades K-12 will be completed by August 26, 2020. The mid-year assessment will be completed by (TBD).
- 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) 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. These assessments will be the ones that will count as 60% of the total grade. You may choose to give additional assessments as a regular assignment (weekly quizzes, tests, etc.) and that can count as classwork grades. There are more math assessments than other contents for secondary and more reading assessments for elementary. District data was used to determine an extra math assessment would be helpful, just as reading for elementary.



Secondary Monitored 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 Final Exams will be taken during the regular class schedule with the traditional students via Zoom meeting. Final 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 Monitored 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



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Thurs. Dec. 10						
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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.

While it would be ideal for all students to take all assessments at the same time as your traditional students, that may not be possible for most students. This schedule at least allows for some accountability for our students that have selected the virtual option. Teachers may choose to assign other assessments as an assignment in the Google classroom, and those may be counted as classwork grades. Teachers may utilize the online portals typically used in the classroom by linking those in the Google classroom. Elementary students haven’t been giving “exams” at the end of the semester; however, it will be important that our students have accountability with their unit assessments. Kate Huggins and Cathy Seale are available for support as needed.

Accommodations

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/504 plan. There will be more added to this section of the Handbook as we are currently developing the plan for what this will look like.

Grades

Virtual Grading Policy

- Tests/Assessments---**60%** (only the tests on the Testing Schedule via Zoom)
- Classwork in the Google Classroom (min of 3 each week)---**20%** (can include additional assessments a teacher wants to assign)
- Homework and daily participation in the Google classroom-----**20%**

Teachers will maintain a clear and concise grade book. Grades will be entered into iNOW weekly. Parents will be accessing grades in the portal, so it is imperative that grades are entered as quickly as possible.



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. It is suggested that this be included in your syllabus/newsletters.

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. Just like in the spring, it will be necessary to document your communication on a communication log. Kate Huggins will send this out during our first week of school.



Teachers for home school will be available, virtually, on Mondays and Tuesdays from 2:45-4:45 to answer any questions that parents/students may have about coursework. Administrators will determine which teachers will do this virtual tutoring. The number of tutors will be determined by the number of phone lines available in the school and the demand from parents/students. The phone numbers and times will need to be added to the school website, district website, facebook pages, and in the resources section of your Google classrooms. Virtual tutors will answer questions and help support the learning. If the tutor cannot answer a question, they will give the message to the appropriate teacher and that teacher will follow up with that parent/student. Virtual tutors will be paid a stipend for their time. These teachers will adhere to the procedures that all tutors follow with documentation, etc. Cathy Seale will meet with assigned virtual tutors to share those procedures.

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.

Parents will be given iNOW access information on the day they pick up devices at each home school.

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