HOLLY SPRINGS SCHOOL DISTRICT

ENHANCED VIRTUAL LEARNING GUIDEBOOK

2020-2021

The mission of the Holly Springs School District is to educate students who can compete in the global community.

Holly Springs School District

840 Highway 178 East

Holly Springs, MS 38635

www.hssdk12.org

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A MESSAGE FROM THE SUPERINTENDENT

Like all school districts in the nation, Holly Springs School District is developing a plan to reopen and restart our schools.

Considerations for reopening the schools included the following:

- **Maintaining the safety of students and staff as it relates to the coronavirus**
- **Providing instructional support to ensure students continue to learn to prevent major learning gaps**
- **Providing social and emotional supports that many of our students receive at school**
- **Continuing to support our parents so that that they will not have to take on the burden of educating our students during these difficult times**

On June 25, 2020, the Holly Springs School Board approved a **Hybrid Model** for the beginning of the school year as part of a comprehensive reopening plan. A Hybrid model is where students come to school to receive face-to-face instruction some days during the week and participate in virtual instruction from home the other days. The district also gave parents who did not feel comfortable sending their child to school the opportunity to participate in an Enhanced Virtual Learning option where students could attend classes completely virtual.

On August 5, 2020, based on statements from Dr. Thomas Dobbs, State Health Officer for the Mississippi Department of Health; The Mississippi Chapter of the American Academy of Pediatrics (MS-AAP); and the Mississippi State Medical Association (MSMA) advocating the delay of face-to-face instruction until at least September, the district made the decision to go completely virtual until September 8, 2020 with continuous monitoring weekly to determine trends and situations related to COVID-19. The district plans to implement both the Hybrid and Enhanced Virtual Model beginning September 8, 2020.

The district understands the challenges associated with impact of COVID-19 on families and the community and weighed all options to determine the best approach in each case for the safety, health and well-being of students, staff, and ultimately the families that our children will go home to at the end of the school day. The district is also fully committed to providing as much support as possible to students and families during this uncertain and challenging time.

This Enhanced Virtual Guidebook is designed to help parents and students understand the requirements associated with the Enhanced Virtual Learning Model.

Irene Walton Turnage, Superintendent

Virtual Learning – A Partnership

A partnership between the school staff, parents and students must exist for students to be successful in any learning model but especially in a virtual learning model. Each group must take responsibility and do their part for the student to be successful.

Teacher Responsibility in Enhanced Virtual Learning:
- Be committed to ensuring all students learn regardless of the program or challenges
- Be prepared, plan and provide relevant grade level assignments daily to increase student achievement
- Provide and support interventions to help increase student achievement and growth
- Support student learning and provide feedback on a regular basis including grading assignments within the guidelines set forth by the district

Student Responsibility in Enhanced Virtual Learning:
- Be committed to the virtual learning process; work hard during independent activities or assignments; and work to be self-motivated
- Log on daily and on time
- Be prepared to learn
- During the lesson, interact and engage during the entire class period by joining with video for the **entire** class
- Complete all assignments within the timeline given by teacher
- Ask for help and support when there are questions or additional support is needed
- Work hard to meet all promotion standards

Parents Responsibility in Enhanced Virtual Learning:
- Be committed to the virtual process by continuously monitoring student progress, assignments and grades to ensure success
- Ensure student has adequate internet access from home or a support location
- Ensure student success by providing adequate locations for virtual learning; ensuring the students stays on schedule during both direct instruction and virtual days; and emphasizing to the student that all assignments and work must be completed.
- Check assignments and grades regularly and contact teacher for support or when assistance is needed.

HSSD Virtual Learning Model

Foundational Requirements:

- **Students must have access to adequate internet service.**
- **Students participating in the virtual learning program will participate in the same academic calendar as students participating in the Hybrid Model. The calendar is attached at the end of the guidebook.**
- **All policies and procedures outlined in the student handbook will apply to virtual learning when possible.**

Attendance and Log-in Requirements:

- Attendance will be taken every day in accordance with the Mississippi Department of Education's attendance guidelines. For students to be counted present, they will have to be present for the entire class. Students will be required to join classes with video on so that they can actively participate in classes and be fully engaged. **Students will not get credit for attendance if the video is not on for the entire class.**
- Students will be required to log-in for each class. A link will be provided for each class if the students rotate from one class to another. The links for specific classes will be located on the teacher's website.

Dress Code:

- Students participating in the Enhanced Virtual Program will be required to wear their uniform shirt and dress in a manner that is appropriate for school; including refraining from inappropriate head dress or attire.

Virtual Background:

- The background for students must be appropriate and cannot contain material, language, or any type of inappropriate images.

Promotion and Retention:

- Students participating in the virtual learning program will be required to master all grade level curriculum and standards required for promotion.
- As part of the promotion goals, students in the virtual program will be required to complete the following:
    - Obtain a 65 or higher grade in all subjects
    - Master 80% of Essential Standards in All Academic Core Subjects
    - Meet the standard for Grade Level Reading including fluency
    - Meet the standard for Grade Level Math
    - Meet district growth and intervention goal
    - Read five (5) books each nine weeks necessary to experience reading growth

Graduation Requirements:

- Students participating in the virtual learning program will be required to meet all graduation requirements as listed by the Mississippi Department of Education.

Grading:

- Students in virtual learning program will have to complete all assignments given by the teacher
- Most assignments will be submitted during the class period or the timeframe outlined by the teacher along with students who are physically in the class.
- All Holly Springs School District's Grading Policies outlined in the student handbook will apply to the virtual learning.
- Students in all program will be given zeros if assignments are not completed when due. Students timelines for submitting incomplete work is outlined in the student handbook. Students should have a legitimate reason for not completing assignments when due.

Testing:

- Students participating in the virtual learning program will still be required to take all district and state tests. Major assessments will require students participating in the virtual learning program to come to the school campus.

Opt-Out Procedures
- Since the district will be completely virtual until September 8, 2020, parents will decide at that time if students will complete 1st Nine Weeks in the Hybrid or Virtual Model. Parents will not be able to change again during the first nine weeks.

School Meals:

- Meals will be available for students participating in the Virtual Learning Program. Please let the school staff know when registering your child for the virtual learning program that lunches deliveries will be needed.

Elective Courses:
- The schools plan to provide students access to all elective courses. However, the start of some courses may be delayed and some elective courses may not be available during the first nine weeks.

Electronics, Video, or Recording:
- Students participating in the virtual learning program must refrain from recording, videoing, photographing, or posting information about their class that could be in violation of the Holly Springs School District Acceptable Use and Internet Policy for Students.

Discipline:
- The discipline steps and ladder included in the student handbook will be used in all area of the virtual learning program.

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS

PURPOSE:

Holly Springs School District provides all students access to the Internet, and also in some cases laptop computers, iPad, iPods, as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computers, including laptop computers, iPads, iPods, Smartphones, iPhones, or any other school device that may be connected through Holly Springs School District's network to the Internet also requires students to abide by the Holly Springs School District Computer Use Guidelines. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY AND THE CHILDREN'S INTERNET PROTECTION ACT (CIPA)

Specifically, the student:

- Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.

- Should adhere to guidelines each time the Internet is used at home and school.

- Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.

- Should use appropriate language in all communications. The student should not use profanity or obscenity and should avoid offensive or inflammatory speech. The student should not participate in "Cyber Bullying" such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.

- Should abide by copyright laws and should only download/import music or other files to a school-owned computer, including laptop that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

- Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.).

- Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author's prior consent.

- Should use technology for school-related purposes only during the instructional day.

- Should not make use of material (files) or attempt to locate material (files) that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

- Should not access or attempt to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during the instructional day.

- Should not attempt to discover passwords or to control access to the Internet or the computer network.

- Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

- Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called "executable files."

- Should not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

- Should not knowingly introduce or knowingly allow the introduction of any computer virus to any HSSD computer.

- Should not connect a personal, non-school-district-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the HSSD network (local area network "LAN," wide area network "WAN," or metropolitan area network "MAN").

- Should not share passwords with anyone for any reason and should make every effort to keep all passwords secure and private.

- Should not play games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day.

- Should not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media.

- Should not bypass or attempt to bypass HSSD filtering software.

- Should not access or attempt to access any prohibited sites, such as myspace.com, facebook.com or similarities.

- Should not use the network system for soliciting or distributing information with the intent to harass, intimidate, or bully which can be described as Cyber Bullying.

- Students should not post chain letters or engage in "spamming" (that is sending an annoying or unnecessary message to multiple recipients).

I have read the Acceptable Use Policy. If my child follows the rules he or she may keep access to the network. If he or she does not follow the rules in the Student Acceptable Use Policy, I understand that my child's network access will be suspended and or other disciplinary actions. Additionally, I understand that my child must be in compliance with CIPA (Children's Internet Protect Act).

The specifications of the Acceptable Use policy will include the education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and Cyberbullying awareness and response.

Helpful Website and Resources:

Holly Springs School District Webpage	https://www.hssdk12.org/
Holly Springs Primary School	https://primary.hssdk12.org/
Holly Springs Intermediate School	https://intermediate.hssdk12.org/
Holly Springs Jr. High School	https://juniorhigh.hssdk12.org/
Holly Springs High School	https://high.hssdk12.org/
Holly Springs Career and Technical School	https://ctc.hssdk12.org/
PowerSchool	https://powerschool.hssd.k12.ms.us/public/

Note: While virtual learning is an option for students, it is not equitable to the traditional classroom setting.

HOLLY SPRINGS SCHOOL DISTRICT
DISTRICT CALENDAR 2020 – 2021
BOARD APPROVED: APRIL 14, 2020

JULY 29–31, 2020	NEW TEACHER ACADEMY
AUGUST 4, 2020	TEACHERS' FIRST DAY
AUGUST 4–5, 2020	TEACHER ACADEMY
AUGUST 6, 2020	STUDENTS' FIRST DAY
SEPTEMBER 7, 2020	LABOR DAY HOLIDAY
SEPTEMBER 16, 2020	PROGRESS REPORTS
OCTOBER 5–9, 2020	FIRST NINE WEEKS EXAMS
OCTOBER 12, 2020	FALL BREAK
OCTOBER 13, 2020	PROFESSIONAL DEVELOPMENT DAY/FALL BREAK STUDENTS
OCTOBER 21, 2020	PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS
NOVEMBER 11, 2020	PROGRESS REPORTS
NOVEMBER 23–27, 2020	THANKSGIVING HOLIDAYS
DECEMBER 17-23, 2020	SECOND NINE WEEKS/FIRST SEMESTER EXAMS
DECEMBER 23, 2020	60% DAY
DECEMBER 24, 2020 – JANUARY 6, 2021	CHRISTMAS/NEW YEAR'S HOLIDAYS
JANUARY 7-8, 2021	PROFESSIONAL DEVELOPMENT DAYS/STUDENT HOLIDAYS
JANUARY 11, 2021	STUDENTS RETURN
JANUARY 18, 2021	DR. MARTIN LUTHER KING, JR. HOLIDAY
JANUARY 20, 2021	PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS
FEBRUARY 10, 2021	PROGRESS REPORTS
FEBRUARY 15, 2021	PRESIDENTS DAY HOLIDAY (MAKE–UP DAY)
MARCH 1–5, 2021	THIRD NINE WEEKS EXAMS
MARCH 8–12, 2021	SPRING BREAK
MARCH 15, 2021	PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY (MAKE–UP DAY)
MARCH 16, 2021	STUDENTS RETURN
MARCH 24, 2021	PARENT/TEACHER CONFERENCES (3:30 – 6:30 PM) REPORT CARDS
APRIL 2, 2021	GOOD FRIDAY HOLIDAY
APRIL 5, 2021	GOOD MONDAY HOLIDAY (MAKE–UP DAY)
APRIL 14, 2021	PROGRESS REPORTS
MAY 20–26, 2021	4TH NINE WEEKS/SECOND SEMESTER EXAMS
MAY 22, 2021	GRADUATION
MAY 26, 2021	STUDENTS' LAST DAY (60%)
MAY 27, 2021	TEACHER WORK DAY (MAKE-UP DAY)
MAY 31, 2021	MEMORIAL DAY HOLIDAY

FIRST SEMESTER:	SECOND SEMESTER:
STUDENT DAYS – 92	STUDENT DAYS – 88
FACULTY DAYS – 95	FACULTY DAYS – 92

*The above calendar is subject to change for reasons of inclement weather conditions and/or state assessments. *

MAKE-UP DAYS due to inclement weather conditions and/or state assessments will be as follows:

FEBRUARY 15, 2021 (PRESIDENT'S DAY HOLIDAY)	APRIL 5, 2021 (GOOD MONDAY HOLIDAY)
MARCH 15, 2021 (PROFESSIONAL DEVELOPMENT DAY/STUDENT HOLIDAY)	MAY 27–28, 2021 (TEACHER WORK DAY + ONE)