



**2020-2021**

***Family Choice Virtual School***

***Handbook***

*Given the unprecedented and uncertain times Covid-19 has created, Monroe City Schools is adapting to meet the needs of the students and families in our community. All families may decide to participate in Virtual School. If families decide to have their student(s) enter the school campus later in the school year, they may do so at the end of each nine weeks.*

*MCS has designed the virtual school to allow reentry into the school campus as seamless as possible. Students will remain enrolled at their school campus. If enrollment numbers allow, school staff will work to schedule students with teachers on their home campus. Curriculum, grading, attendance, and discipline policies will remain the same for Virtual School students as those on the school campus. This consistency will allow students to receive the same standards-based education with a high quality curriculum and transfer back to the campus when families are ready.*



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## ***Family Choice Virtual School Overview***

In these uncertain and unprecedented times, Monroe City Schools is committed to providing the education our students deserve to succeed in life and make our world a better place. We know some families may want an alternate learning option for their child(ren) next school year. In response to COVID-19, we want to give our families the choice to decide the best school instructional model for their student(s). This document outlines *Family Choice Virtual*, our at-home virtual learning option that will support K-12th grade students throughout the 2020-2021 school year.

### ***Family Choice Virtual will:***

- occur five days a week with a daily schedule for virtual conferencing
- engage students using online learning platforms
- use the same high-quality, aligned instructional resources as traditional school
- offer flexibility for the time of day assignments are completed
- provide instruction in ELA, math, science, and social studies for K-8th grade students
- provide instruction in courses required for graduation for 9-12th students
- provide students with technology, if necessary

### **Teachers will:**

- prepare and deliver high-quality lessons using rigorous, aligned instructional resources
- support students in whole groups and small groups
- grade weekly assignments and provide feedback to students
- provide accommodations for diverse learners
- be available for individual students who may need additional support
- communicate regularly with parents/guardians via email and phone

### **Students will:**

- participate in daily required lessons
- complete all required assignments
- be eligible to participate in any extracurricular activities offered by the school
- be able to participate in school meal programs, including breakfast and lunch

### **Parents/Guardians will:**

- commit for nine week increments with the option to continue *Family Choice Virtual* for the school year
- ensure students participate in lessons and complete all required assignments and homework in a timely manner
- ensure students take all required local and state tests
- communicate with teachers to ensure student success



**Additional Details:**

- Any student who participates in the *Family Choice Virtual* option will remain a student at his/her district school.
- If parents/guardians are interested in signing up their child(ren) for the *Family Choice Virtual* program, they must complete *Family Choice Virtual* registration [here](#).
- Parents/guardians will receive confirmation of enrollment into *Family Choice Virtual School* on or before August 3rd. Schools will send additional information including a schedule and handbook on or before August 19.
- In order to change from Family Choice Virtual School to the student's campus, a School Instructional Model Change Request form must be submitted a week before the nine week grading period ends.



## Responsibilities of the Student and Parent/Guardian

Family Choice Virtual School students and Parents/Guardians agree to the following requirements and understand that failing to comply with these requirements may result in the student's removal from the virtual program.

- The student will comply with district attendance requirements. Failure to login video conference sessions (Zoom/ Google Meet) according to the schedule communicated by the school and teacher will result in an absence. Failure to login in to Google classroom daily will result in an absence.
- The student or parent/guardian will respond in a timely manner to communication from teachers, school administration, or district personnel.
- Communication will be sent through email, Google Classroom, and Remind.
- Students will participate in virtual conferencing sessions (Zoom/Google Meet) as determined by the schedule sent from the home school.
- Students will complete assigned work posted in Google Classroom and submit in accordance with posted due dates.
- Parent/guardian will establish a dedicated space for students to complete assignments and participate in video conferences. The space should be a quiet space free of distractions.
- Parent/guardian will notify the school of a change in contact information (email or phone).

## Attendance

- Monroe Clty Schools is required to monitor student attendance in accordance with all statutes set forth by the State of Louisiana. In accordance with Bulletin 741, attendance and promotion requirements apply to the *Family Choice Virtual School*. See the MCS Handbook for details.
- Synchronous Instruction - Video Conferencing (Zoom/Google Meet):
  - 4 absences from a video conference session will result in a meeting with the school administrator, teacher, and parent/guardian.
  - 5 absences from a video conference session will result in a referral to the Director of Child Welfare and Attendance.
- Asynchronous Instruction - Students will be required to complete activities and assignments posted in Google Classroom on their own time. These activities and assignments can happen at any time as long as they meet posted due dates. The teacher will communicate with the parent/guardian regarding the incomplete assignments. If this continues, meetings will be scheduled with the parent/guardian, school administrator, and teacher.



## Online Behavior

Each student participating in the *Family Choice Virtual School* is responsible for their actions online and the content posted through his/her account. The following are strictly prohibited:

- Sharing usernames and passwords;
- Posting personally identifiable information in any format other than a private message;
- Antagonism or prejudice of any kind with respect to race, religion, gender, intelligence, age, orientation, disability, or socioeconomic status;
- Posting or allowing others to see material including language, photographs and videos that are inappropriate;
- Any criminal or other illegal activity including encouraging the unlawful use, possession, manufacture or distribution of tobacco, drugs, or alcohol;
- Illegally posting, distributing, uploading, or downloading copyrighted work of any kind;
- Sharing assignments, questions/answers, or any other action that would violate any expectations or rules in regards to academic honesty;
- Spam or unauthorized, unsolicited, commercial promotion; and
- Disruptions of any digital resource.

Students and parents must maintain appropriate contact with teachers and other students in their communications, whether by telephone, video conferencing, text message, or email.

## Discipline

Students participating in the *Family Choice Virtual School* are fully enrolled in their assigned school and are subject to the same expectations as students in the traditional program. Any violations will be addressed by school administration. For details, see the MCS Handbook.

## On-Campus Requirements

Students participating in the *Family Choice Virtual School* may be required to appear at their home school campus at a specific time and date determined by the principal. Parents/guardians are responsible for transportation to and from any on- campus activity. Reasons may include:

- Mandatory assessments
- Orientation and enrollment meetings as scheduled by the school
- Assistance with technical or curriculum activities including receiving materials
- Face-to-face instruction when recommended by the teacher

Virtual School students should not appear on campus without consent of the principal.



## **Extracurricular Activities**

Students participating in the *Family Choice Virtual School* are encouraged to participate in extracurricular activities. When participating in extracurricular activities, students are required to comply with all standards and procedures associated with the activity including dress code, behavior, and safety policies. Transportation must be provided by the student or parent/guardian.

## **Meals**

Students participating in the *Family Choice Virtual School* may participate in the Child Nutrition program. Grab and go meals will be provided at scheduled times. Transportation to pick up meals must be provided by the student or parent/guardian.

## **Transfer to and from Traditional Learning Option**

Students may transfer between the *Family Choice Virtual School* and the on campus Traditional Model at the end of each 9 weeks. A School Instructional Model Change Request form must be submitted a week before the nine week grading period ends.

## **Technology**

Students participating in the *Family Choice Virtual School* must use devices that are adequate for the learning activities. All students may check out a chromebook from their school. Students may use their own device provided it has a camera, microphone, and speakers adequate for participation in video conferencing.

Students must have access to internet service. If the student does not have access to such service, Parents/Guardians will need to contact Monroe City Schools IT department.

## **Video Conferencing**

Video conferencing is an important part of virtual schooling. Some guidelines to make the time successful:

- Video conferencing needs to be done in a location where there is limited number of distractions, noise, and additional people.
- Students need to login with their correct first and last name to be admitted to the sessions.
- No inappropriate content should be seen in the background during video conferencing. Examples of such inappropriate content include, but is not limited to, individuals failing to wear appropriate clothing (including the student themselves), inappropriate signage displays, vulgar or profane noise of any kind, and any type of inappropriate article which would normally be prohibited on school grounds.



## **Tardiness**

Video conferencing is essential to the virtual education model. In the Family Choice Virtual School, tardiness refers to late login to synchronous video conferencing instruction via Zoom or Google Meet. Tardies will be counted if students are 5 minutes late to a scheduled session.

- 1st Tardy: Students will be warned
- 2nd Tardy: Parent will be contacted.
- 3rd Tardy: Parent and student will be required to attend a virtual teacher conference.
- 4th Tardy: Parent will conference with School Administrator.
- 5th Tardy: School administrator will confer with the parent and student to evaluate continued enrollment in virtual school.

## **Student with Disabilities**

Monroe City Schools will ensure the implementation and follow the requirements of Section 504 and IDEA. MCS will ensure that students receive an education that includes the services determined by the students' individualized education plans.

IEPs/IAPs will be reviewed annually by the IEP/IAP team. Students will access the general education curriculum with appropriate accommodations and modifications, as determined by the IEP team. Students with significant disabilities, as defined by requirements in Bulletin 1508, will utilize the Unique Curriculum.

Student Support Services and the school's special education department will work with students and families to ensure appropriate services are provided as specified on the IEP.



## Schedules and Time Expectations

- Schedules will be established by each school.
- Schools will establish schedules and hold orientation meetings during the week prior to school starting, August 26.
- Students and parents/guardians should anticipate asynchronous (independent) work to take approximately the same amount of time as synchronous sessions. For example, an hour of independent work will be expected for every hour of video conferencing session.
- Below are **approximate** times for video conferencing and independent work:
  - **Pre-kindergarten:**
    - Literacy/Numeracy - 30 min, 5 days a week
    - Story Time - 20 min, 5 days a week
    - Art/Music/PE/Library/etc - 30 min, 1 day a week
    - Approximately 1.5 hours of video conferencing per day
    - Approximately 1.5 hours of independent work per day
    - Teacher will schedule one-on-one conference with each student once a week
    - Scheduled office hours for additional support will be offered
  - **Kindergarten:**
    - CKLA Foundational Skills - 30 min, 5 days a week
    - CKLA Knowledge (audio file or parent led) - 30 min, 5 days a week
    - Math - 30 min, 5 days a week
    - Science/Social studies - 30 min, 2 days a week
    - Art/Music/PE/Library/etc - 30 min, 1 day a week
    - Approximately 1.5-2 hours of video conferencing per day
    - Approximately 2-3 hours of independent work/learning activities per day
    - Teacher will schedule one-on-one conference with each student once a week
    - Scheduled office hours for additional support will be offered
  - **Grades 1-2:**
    - CKLA Foundational Skills - 50 min, 5 days a week
    - CKLA Knowledge (audio file or parent led) - 50 min, 5 days a week
    - Math - 50 min, 5 days a week
    - Science/Social studies - 30 min, 2 days a week
    - Art/Music/PE/Library/etc - 30 min, 1 day a week
    - Approximately 3-3.5 hours of video conferencing per day
    - Approximately 2-3 hours of independent work per day
    - Teacher will schedule one-on-one conference with each student once a week
    - Scheduled office hours for additional support will be offered



- **Grades 3-6:**
  - English Language Arts - 50 min, 5 days a week
  - Math - 50 min, 5 days a week
  - Science - 50 min, 2 days a week or shorter sessions 4 days a week
  - Social Studies - 50 min, 2 days a week or shorter sessions 4 days a week
  - Art/Music/PE/Library/etc - 30 min, 1 day a week
  - Approximately 3-3.5 hours of video conferencing per day
  - Approximately 3 hours of independent work per day
  - Scheduled office hours for additional support will be offered
  - One-on-one teacher support available upon request
  
- **Grades 7-12:**
  - Schedules will be made by the school administration.
  - Students should anticipate approximately 50 minutes of virtual conferencing for core classes daily with asynchronous activities and assignments in Google Classroom. Elective classes will have sessions, time requirements will be dependent on the course requirements.
  - Approximately 4-5 hours of daily video conferencing
  - Approximately 4-5 hours of independent work
  - Scheduled office hours for additional support will be offered
  - One-on-one teacher support available upon request



## Curriculum

Grade Level	English Language Arts	Math	Science	Social Studies
PK	Big Day	Eureka Math	N/A	N/A
K	Amplify Core Knowledge (CKLA)	Great Minds Eureka Math	Great Minds PhD Science	Studies Weekly
1st	Amplify Core Knowledge (CKLA)	Great Minds Eureka Math	Great Minds PhD Science	Studies Weekly
2nd	Amplify Core Knowledge (CKLA)	Great Minds Eureka Math	Great Minds PhD Science	Studies Weekly
3rd	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	Great Minds PhD Science	LA Standards
4th	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	Great Minds PhD Science	LA Standards
5th	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	Great Minds PhD Science	LA Standards
6th	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	OpenSciEd	LA Standards
7th	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	OpenSciEd	LA Standards
8th	LearnZillion Guidebooks 3.0	Great Minds Eureka Math	OpenSciEd	LA Standards
9th-12th	Varies by Course*	Varies by Course*	Varies by Course*	Varies by Course*

\*All courses are based on the Louisiana Student Standards. The virtual school will use the same curriculum as the traditional classroom.



## Grades

In accordance with Bulletin 741, attendance and promotion requirements apply to the *Family Choice Virtual School*. See the MCS Handbook and Pupil Progression Policy for details.

Teachers will utilize Google Classroom, Zoom, and Google Meet to teach and complete assignments, labs, tests, and other forms of assessment the teacher deems necessary for determining the grade.

Grades are provided through jpams. Parents are expected to utilize the Parent Command Center to check their student's grades.

For all K-12 Regular Education Courses

A	93-100
B	85-92
C	75-84
D	67-74
F	0-66

For all Secondary Gifted, AP, DE, and IB courses.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-68

## State Assessments

Participation in all state/district mandated testing is required for all Virtual School students, including LEAP 2025, ACT, WorkKeys, etc...