



MT. VERNON

MIDDLE SCHOOL

Virtual Instruction Handbook

2021-2022

Table of Contents

GUIDING PRINCIPLES	2
COMMITMENTS	3
CRITERIA FOR MVMS VIRTUAL STUDENT PARTICIPANTS	4
Attendance	4
Previous Level of Success in Virtual Learning	4
Course Selection	4
Considerations for Special Education, 504 Plan, English Language Learner Supports	5
Medical Exceptions	5
VIRTUAL INSTRUCTION MODEL	6
<i>Courses Taught Directly by MVMS Staff</i>	6
Course Description & Objectives	6
Course Expectations	6
Virtual Meeting Expectations	7
Accessing Course Information	7
Communication & Teacher Contact Information	7
Attendance	8
Grading, Assignments, Assessments, & Feedback	8

GUIDING PRINCIPLES

- We believe that students perform better academically, socially, and emotionally when participating via in-person learning. Data supports this stance. Accordingly, the virtual learning option should be taken only after careful consideration.
- We will be offering a virtual option for students for the 2021-2022 school year.
- To participate in virtual classes, students will have to meet certain established criteria. The purpose of setting these criteria is to ensure that we are putting students in the best situation to succeed.
- Students will need to maintain certain attendance requirements in order to continue participating virtually. If they do not meet those requirements, they could be reassigned as in-person students.
- Core courses will be offered as virtual options. A unified arts class may be available through Indiana Online Academy and/or Plato.
- Some virtual courses may be delivered through an online platform, such as Indiana Online Academy.
- Students choosing the virtual learning program will be making a semester-long commitment. Students will not have the option to switch back to in-person classes except at the start of the second semester which begins on January 3, 2022.
- If a student switches between in-person and virtual over the course of the school year, their schedule is subject to change.

GENERAL COMMITMENTS

● ***Mt. Vernon Middle School Commitments***

- Support the academic and social emotional growth and development of each student.
- Build positive student-to-teacher and student-to-student relationships.
- Provide curriculum and instruction in a virtual environment that mirrors the experience of in-person Mt. Vernon Middle School students.
- Provide instruction in accordance with the Mt. Vernon CSC school calendar.

● ***Student Commitments***

- Participate in daily instructional activities according to MVMS bell schedule.
- Participate in small group and individual instructional activities in order to build relationships with teachers and peers.
- Be an active learner during class activities in order to reach established course goals. This includes asking questions and being proactive in seeking knowledge and clarification.
- Commit to building technology proficiencies.
- Participate in all state mandated testing.

● ***Caregiver Commitments***

- Ensure that students can access virtual course content by maintaining reliable Internet access.
- Ensure that students attend all class activities each day per the MVMS bell schedule.
- Ensure that students remain focused on their educational tasks throughout the day.
- Attend an orientation session and other parent events scheduled throughout the school year.
- Commit to picking up instructional materials in a timely manner as needed throughout the school year.

●

CRITERIA FOR MVMS VIRTUAL STUDENT PARTICIPANTS

- **Students wishing to participate in MVMS’s virtual program will need to meet the following criteria:**

- *Attendance*

- During the 2020-2021 school year, if a student accumulates 5 or more unexcused absences during Quarter 4, the student may not be eligible to participate in the virtual learning program for the 1st semester of the 2021-2022 school year.
- If a student accumulates 10 or more unexcused absences throughout the 2021-2022 school year, they will be reassigned to in-person learning for the remainder of the 2021-2022 school year. Warning notifications will be sent out prior to reassignment.

- *Previous Level of Success in Virtual Learning*

- Students that earn 2 or more failing grades during the 4th quarter of the 2020-2021 school year, may not be eligible to participate in the 2021-2022 virtual learning program (*this is consistent with our extracurricular academic eligibility requirements*).
- During the 2021-2022 school year students that earn 2 or more failing grades at the conclusion of each quarter will not be eligible to participate in the virtual learning program.

- *Course Selection*

- Core Courses:
 - One team per grade will be designated as the virtual team, teaching both virtual and in person sections. The number of sections will be dependent upon the number of virtual students in that grade level.
 - Special Education - A Special Education teacher will work with virtual students.
- Electives:
 - MS Electives may be offered via Indiana Online Academy.
- *Note: Virtual course offerings can be dependent on course enrollments.*

- *Note: Virtual numbers by grade level will affect core/elective offerings and staffing.*
- ***Considerations for Special Education, 504 Plan, English Language Learner Supports***
 - The case conference committee will convene for students qualifying for special education services, 504 accommodations, and/or ELL support to review a student’s IEP and/or 504 plan to discuss how services will be provided once it is determined they will be a virtual student for the 2021-2022 school year.
- ***Medical Exceptions***
 - If students have medical exceptions as recommended by a licensed health official, they can be eligible for the virtual learning program even if some other criteria are not met.
 - Medical documentation stating that either the student or a member of their immediate household are in a high-risk category would be required in order to be able to participate in virtual learning if other criteria are not met.

VIRTUAL INSTRUCTION MODEL

- ***Courses Taught Directly by MVMS Staff***
 - ***Course Description & Objectives***
 - Teachers will provide an overall description of the given course as well as the major learning targets and outcomes.
 - ***Course Expectations***
 - Virtual classes will follow the in-person MVMS bell schedule.
 - Attendance will be taken at the beginning of class and initial classroom activities will be conducted (daily warm up, review of objectives). Following the initial portion of class, the following possible instructional models could be utilized. Teachers are given latitude to determine what instruction looks like (synchronous, asynchronous, etc.). **Teachers will clearly communicate--to students and to families--what the expectation for at-home instruction looks like and how to**

access it. This model could likely change day-to-day, given natural progression of curriculum and each day's unique learning objectives.

- Instructional Models
 - **Model A (Synchronous):** Teacher keeps the entire class on Google Meet for the duration of class.
 - **Model B (Synchronous):** Teacher splits the period into chunks, perhaps starting synchronously, then allowing students to sign off of Google Meet for individual work time, and then checking back in at the end of the period.
 - **Model C (Partially Asynchronous):** After checking in & taking attendance together, teacher flips all lessons and posts lectures / primary content online for all classes. At the conclusion of class, students would check in again via Google Meet for questions, class wrap-up, exit ticket activities, etc.
 - *In the event of extremely low virtual numbers, course options through platforms like the Indiana Online Academy could be considered.*

- ***Virtual Meeting Expectations***

- Engage in virtual class every day—this is how attendance will be taken.
- Be on time and participate actively in the lesson.
- Please do not share Google Meet meeting information with others.
- Present yourself on Google Meet as you would in the classroom. (i.e., wear school-appropriate clothing, demonstrate professional behavior, etc.).
- Students are expected to leave their camera on and to be fully engaged in the learning process.
- Please keep your microphone muted unless you are speaking.
- Only post chat messages that are relevant to the lesson.
- Breakout groups will be treated like small groups in the classroom, and your behavior and language should reflect those expectations.
- Always be respectful.
- Stay focused on your learning and avoid distractions during class time (i.e., phones, television, etc.)

- ***Accessing Course Information***

- Platform/LMS - Canvas will be the LMS used for all virtual learning.
- Apps/Programs Used - Additional programs and apps may be utilized per the teacher discretion.
- Daily Agenda - Teachers will establish where students (and parents) can access daily plans and information.

- *Communication & Teacher Contact Information*
 - Teachers will communicate class assignments via Canvas.
 - Teachers will share contact information and preferred methods of communication.
 - Students are expected to check their school email daily.

- *Attendance*
 - Daily attendance will be taken and students are expected to be present and engaged in class each day.
 - Attendance and tardies will be taken at the start of each class period during each Google Meet session.
 - Excessive tardiness or absences may result in the loss of Virtual Student privileges.

- *Teachers will establish Classroom Policies regarding:*
 - Types of Assignments
 - Grading Categories and Overall Grade Calculation
 - Timing of Feedback
 - Statement on Plagiarism & Academic Integrity