



MT. VERNON
HIGH SCHOOL

**Virtual
Instruction
Handbook

2021-2022**

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GUIDING PRINCIPLES

1. 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.
2. We will be offering a virtual option for students for the 2021-2022 school year.
3. 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.
4. In order to continue participating virtually, students would need to continue to meet certain attendance requirements. If they do not meet those requirements, they could be reassigned as in-person students.
5. Some virtual courses may be delivered through an online platform, such as Indiana Online Academy and/ or Plato.
6. Not all courses will be offered as virtual options. This includes but is not limited to CTE, Advanced Placement (AP), Advanced College Project (ACP), dual credit, and other such courses which require more hands-on experiences for students.
7. 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 each semester.
8. 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 High 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 High School students
- Provide instruction in accordance with the Mt. Vernon CSC school calendar

Student Commitments

- Participate in daily instructional activities according to daily class 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 to be able to effectively participate in all aspects of a virtual learning environment.
- Commit to taking part in all required state assessments which will require the student to come into school to take the assessments. Dates for each test administration can be found at this [LINK](#).

Caregiver Commitments

- Ensure that students can access virtual course content by maintaining reliable Internet access
- Ensure that students attend all class activities each day
- 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
- Ensure that students take part in all state assessments which will require the student to come into school to take the assessments. Dates for each test administration can be found at this [LINK](#).

CRITERIA FOR MVHS VIRTUAL STUDENT PARTICIPANTS

Students wishing to participate in MVHS'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 will not be eligible to participate in the virtual learning program.
- During the 2021-2022 school year, if a student accumulates 10 or more unexcused absences throughout the school year, they will be reassigned to in-person attendance. Warning notifications will be sent out prior to reassignment.

- ***Previous Level of Success in Virtual Learning***

- Students that did not earn at least 3 credits during Quarter 4 of the 2020-2021 school year will not be eligible to participate in the virtual learning program (*this is consistent with our extracurricular academic eligibility requirements*).
- Students that do not earn at least 3 credits during a quarter of the 2021-2022 school year will have their eligibility to continue participating in the virtual learning program reviewed with a possible return to in-person attendance.

- ***Course Selection Limitations***

- We will be offering as many virtual classes for specific courses as possible with a specific focus on foundational courses such as English 9 and Algebra I. However, based on virtual course enrollment, course offerings may be limited.
- Certain courses cannot be offered virtually as they contain as they require more hands-on experiences for students. These courses include but are not limited to:
 - Career and Technical Education (CTE) courses
 - Career center courses (Anderson CC & Walker CC)
 - Advanced Placement (AP) courses
 - Advanced College Project (ACP) courses
 - Dual credit courses
- *Note: Some of these courses may be delivered through an online platform, such as Indiana Online Academy and/ or Plato.*

- ***Special Education, 504 Plan, English Language Learner Supports***
 - A case conference / meeting will be held to review the student's IEP/504 Plan/ ILP and discuss how services, supports, and or accommodations will be provided to the student.

- ***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 MVHS 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 regular MVHS bell schedule.
 - All class periods will start with students logging in to Google Meet. Attendance will be taken at the start 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.). **However, teachers must 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.
 - Please note that students will be expected to potentially participate in class via Google Meet for the entire duration of the class and should be available to do so on any given day.
 - 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.

- *Virtual Meeting Expectations*

1. Engage in virtual class meetings every day—this is how attendance will be taken. Additionally, be on time and participate actively in the lesson.
2. Please do not share Google Meet meeting information with others.
3. Present yourself on Google Meet as you would in the classroom. (i.e., wear school-appropriate clothing, demonstrate professional behavior, etc.)
4. Please turn your camera on so that teachers can see your face. If this is an issue, please contact your counselor for assistance.
5. Please keep your microphone muted unless you are speaking.
6. Only post chat messages that are relevant to the lesson.
7. Breakout groups will be treated like small groups in the classroom, and your behavior and language should reflect those expectations.
8. Always be respectful.
9. Stay focused on your learning and avoid distractions during class time (i.e., phones, television, etc.)

- *Accessing Course Information*

- Platform/LMS - Teachers will explain what LMS will be used and basics of accessing information there.
- Apps/Programs Used - Teachers will provide details on any additional apps or programs that will be utilized for the class.
- Daily Agenda - Teachers will communicate where students (and parents) can access daily plans and information.

- *Communication & Teacher Contact Information*

- Teachers will communicate where class assignments will be posted.
- Teachers will share contact information and preferred method of communication.
- Students should check their school email daily.

- *Attendance*

- Daily attendance will be taken and students are expected to be “present” for class each day. Unlike during the 2020-2021 school year, attendance will NOT be tied to work completion.
- Attendance will be taken at the start of each class period during your initial Google Meet session.
- If students are consistently tardy, counselors and/or administrators will be making contact to discuss the issue and possibly recommend a return to in-person attendance.

- ***Grading, Assignments, Assessments, & Feedback***

- Types of Assignments - Teachers will give a general overview of the types of assignments included within the course.
- Grading Categories and Overall Grade Calculation - Teachers will provide a detailed breakdown of the grading categories for the class and how final course grades will be calculated.
- Timing of Feedback - Teachers will provide a general description of how frequently students will receive feedback especially on various types of assignments.
- Statement on Plagiarism & Academic Integrity - Teachers will provide a statement concerning plagiarism and academic integrity in order to provide clarity on this issue.

Courses Taught Through Plato and/or Indiana Online Academy

- ***Expectations and Guidelines***

- Courses taught through Plato will be delivered asynchronously and students will work at their own pace. MVHS counselors will monitor course progress and assist students as needed.
- Courses taught through Indiana Online Academy will follow the guidelines and protocols set forth by the Indiana Online Academy staff.