



MT. VERNON
COMMUNITY SCHOOL CORPORATION

**Elementary
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. It is a desire that teachers will not have in-person students and virtual students in the same class.
6. 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.
7. Kindergarten students should experience in-person learning as their first mode of instruction in their K-12 school experience. Therefore, virtual learning will not be offered as an option for consideration.
8. Students who did not attend a full year of kindergarten should experience in-person learning as their first mode of instruction in their K-12 school experience. Therefore, virtual learning will not be offered as an option for consideration.
9. Special area classes will not be offered to virtual learners. This includes STEM, Art, Music, PE, and Library.

GENERAL COMMITMENTS

Elementary 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 closely mirrors the experience of in-person MVCSC elementary school students
- Provide instruction in accordance with the MVCSC school calendar

Student Commitments

- Participate in daily instructional activities according to a daily class schedule
- Participate in small group and individual instructional activities as assigned
- 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, NWEA, and grade level assessments which will require the student to come into school to take the assessments. Dates for each IDOE 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 and complete assigned tasks as directed by the teacher
- 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, NWEA, and grade level 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 ELEMENTARY VIRTUAL STUDENT PARTICIPANTS

Students wishing to participate in the MVCSC elementary school 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.
 - 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 displayed a pattern of not completing 51% or more of classwork during Quarter 4 of the 2020-2021 school year will not be eligible to participate in the virtual learning program

- ***Course Selection Limitations***
 - Special area classes will not be offered to virtual students. This includes: STEM, Art, Music, PE, and Library

- ***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 MVCSC Elementary Staff

● *Course Description & Objectives*

- Teachers will provide an overall description of the major learning targets and outcomes.
- Special area classes will not be available to virtual learners. This includes: STEM, Art, Music, PE and Library
- Extracurricular clubs, that take place after school, will be available to virtual learners. This includes, but not limited to, Art Club, Student Council, Choir
- School competitions, such as T-Races, Spelling Bee, will not be available to virtual learners.
- If MVCSC offers field trips during the 21/22 school year, these opportunities may not be available to virtual learners.

● *Course Expectations*

- Virtual classes will follow the regular elementary school schedule.
- The school day will start with students logging in to Google Meet. Attendance may be taken at the start of each instructional block.
- Following the initial check-in 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.
- Instructional Models
 - **Model A (Synchronous & Asynchronous)**: A teacher is assigned a class roster that includes only virtual learners. The class roster could be made up of students from multiple grade levels. The virtual teacher would provide synchronous LIVE instruction for reading and math. Students would then sign off of Google Meet to work on assignments and practice the skills taught.
 - **Model B (Synchronous & Asynchronous)**: A virtual learner is assigned to a teacher/class roster with in-person students. The teacher will teach the in-person students as well as the virtual student(s). The teacher would provide synchronous instruction for reading and math. Students would then sign off of Google Meet to work on assignments and practice the skills taught.
- Show up for virtual class every day—this is how attendance will be taken. Additionally, 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.)
- Please turn your camera on so that teachers can see your face. If this is an issue, please contact your counselor for assistance.
- 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 - Teachers will explain what LMS will be used and basics of accessing information
- 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(s) of communication.
- Students should check their school messages 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 the day and again after lunch.
- 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.