

# Scottsboro City Schools Virtual Learning



## Student Handbook 2020-2021

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Scottsboro, AL 35768

Central Office: (256)218-2100



For the 2020-21 school year, Scottsboro City Schools (SCS) families will have the option for their child(ren) to participate in the SCS online learning option. With this option, students **are expected to maintain sufficient academic progress**. This handbook is provided to outline the procedures and expectations for families who choose to enroll their student in the Scottsboro City Schools online learning option. For the purposes of this document, SCS virtual learning is defined as a form of distance or remote learning that is done using the internet and electronic instruction.

## **Becoming a Student**

### **Application**

SCS students who choose to be a part of the SCS Online Learning Option should completely fill out the online registration form located on the SCS website. Classes for the SCS Online Learning Option will begin on Monday, August 24<sup>th</sup>.

SCS does not discriminate on the basis of race, gender, color, religion, national origin, age, or disability in provision of educational opportunities or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 USC 2000D, Title IX of the Education Amendments of 1972, Pub. L. 92-318, the Individuals with Disabilities Education Act Section 504 of the Rehabilitation Act of 1973, the Title II Americans with Disabilities Act of 1990, Pub. L. 101-336, the Age Discrimination Act of 1975, and the Boy Scouts of America Equal Access Act.

### **Orientation Process**

A student orientation video will be provided to all choosing the SCS online learning path. The student and at least one parent/guardian will be required to watch the orientation video.

## **Academics**

Although SCS students will have access to communicate with SCS faculty and/or facilitators, the SCS online learning option does not provide live instruction as an option.

Pre-Kindergarten through Eleventh grade students' online learning weekly instruction and assignments will be provided by SCS teachers/facilitators via Schoology. Students in twelfth grade will work through EdGenuity, ACCESS, and/or Schoology as needed to fulfill individual course requirements to obtain an ALSDE high school diploma. SCS reserves the right to use any online learning platform appropriate to support individual learning needs of students. In order to fully cover the required curriculum, students should expect to spend the amount of time listed in the table below engaged in online learning.



Grade	Minimum	Maximum	Recommended Length to Sustain Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

\*ALSDE recommended daily time allotments for SCS online students

## Attendance Requirements

### Attendance Verification

For attendance purposes for the 2020-2021 academic year, **students** will take ownership of their attendance by completing assignments on a regular basis. Attendance requirements are as follows:

- Pre-K through sixth grade students should sign in daily into the online learning platform. Students should sign in daily between 12:00 A.M. and 12:00 P.M. unless otherwise determined by the online teacher. Students should complete assignments regularly.
- Seventh grade through twelfth grade students who complete assignments regularly and on time are considered present.

### Make-Up Work

Students are entitled to make up any work missed for an absence. The teacher will allow a reasonable amount of time for the student to make up his/her work.

### Grades

Grades will be collected and recorded upon completion of a variety of assignments and assessments throughout each class and/or course (see grading scale below). Grades for online students will be calculated using the same process as traditional students.



## Grading Scale

As numerical grades issued by SCS online learning for grades 1-12 are converted into letter grades, final grades recorded in the student's cumulative academic record will be translated according to the following scale.

Letter	Numerical Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Kindergarten students' grades are not on a traditional A-F scale but instead reflect a level of mastery for each skill. Grading for Kindergarten will be assessed and monitored using a standards-based skills checklist. Grades 1-12 will be assessed and monitored using a numeric scale.

## Academic Support

### Course Progress and Academic Support

It is the sole responsibility of the student and parent to complete the work for his or her courses. It is the student's responsibility to reach out and request support or inform the course instructor that he or she will be attending online office hours.

SCS Course instructors/facilitators will monitor student progress during the academic term, but ultimately the student must take the initiative to complete the course and stay on track for completion.

### Grade Monitoring and Report Cards

Student progress is updated weekly in the INOW Parent/Student Portal and reflects student progress and achievement as grades are updated. Additionally, students have daily access to grades and assignments through Schoology. Parents can sign up for notifications for Schoology as will be outlined in the orientation course.

For INOW login information, please contact the main office at each designated school or the Central Office.



# Technology Devices, Electronic Media Consent, and Internet Agreement

## Technology Device

Technology devices will be available for all students participating in SCS online learning platform and will be issued by each individual school. All students will be issued a technology device for the virtual learning option upon registration **if needed**. Students who have their own devices should use them rather than be issued a SCS device. A schedule for digital device pick up will be communicated by each individual school at a later date. Students using a SCS device will be charged a \$50 deposit fee upon pickup. For families with multiple students in the same household, the deposit for additional devices beyond one device will be an additional \$25 fee per device. SCS will assist in helping homes where internet connection is needed.

## Responsible Internet Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the school system. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material that is protected by a trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

- **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may suspend privileges at any time.
- **Net Etiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - Avoid offensive or inflammatory speech.
  - Be courteous and polite.
  - Use appropriate language.
  - Profanity or obscenities are not permitted at any time.
  - Do not use the network in such a way that would disrupt the work of others.
  - All communications and information accessible via the network should be assumed to be property of Scottsboro City Schools.
  - Users may not quote personal communications without the author's consent.
- **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- **Exception to terms and conditions:** These terms and conditions reflect the entire agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties.



With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

## **Testing**

### **Accommodations**

Students who have an active IEP or 504 will receive accommodations as stated in their most recent IEP/504 Individual Distance Learning Plan.

### **FAPE**

As a District, we will continue to provide a Free Appropriate Public Education (FAPE) for students eligible for Special Education Services. Beginning in August 2020, families will have options for how learning occurs to include a blended format or a full virtual, online option. We also acknowledge that there may be times where additional precautions may become necessary and school closure(s) may occur.

### **Individual Student Plans**

Active student learning plans (IEP/504/IELP/GEP/IHP) will remain in place for all students in order to address their individual academic or behavioral needs. Students will have an Individual Distance Learning Plan to address their goals and services for virtual learning as an addendum to their original plan.

### **State Mandated Testing (Grades 2-12 Only)**

State testing is required for all students in grades 2-12. Parents will be notified as to when their students will be scheduled to test. All state testing will be completed at each student's designated school following guidance from the ALSDE. All students who participate in the SCS online learning program will be required to participate in required state testing. Information will be provided to students through the SCS teacher and school based on their grade level.

## **Withdrawal or Transfer from SCS Virtual Learning to SCS Traditional Learning**

All requests for moving from SCS Virtual Learning to a SCS Traditional classroom will need to be made in writing to the principal by the end of the nine weeks for students in Pre-K through grade six and the end of the semester for students in grades seven through twelve.



## **Withdrawal from SCS Virtual Learning**

Any student participating in Virtual Learning who plans to withdraw from Scottsboro City Schools for any reason should contact their designated school's main office with a parent/guardian. The correct procedure will be explained at that time.



Acknowledgment of receipt of information for SCS Virtual Students:

I have read the above information and understand the full commitment required to participate in virtual learning in Scottsboro City Schools. I understand that this is a semester-long commitment on the part of the students and parents of secondary students and a nine weeks commitment on the part of the students and parents in Pre-K through 6th grade. **I understand if anyone else completes work, assessments or other independent work other than the student assigned the work that I may be required to attend on campus. I also understand the devices issued by the SCS are monitored for inappropriate material.**

It is important that parent(s)/guardians and students have a clear understanding of what is involved in online instruction and what it takes to be successful in such a course.

I have read and understand the Scottsboro City Schools online learning procedures and the Academic Integrity Agreement. I understand:

1. All work submitted will be my own work. All assessments will be my independent work.
2. I will abide by all Scottsboro City Schools virtual learning procedures and the code of student conduct.
3. I will maintain consistent access to a device and the internet to complete the online course(s) as required by my grade level and/or course.
4. I agree to take all Alabama mandated assessments as proctored examinations at my zoned school and/or outlined by my SCS online teacher and/or designated building Principal.
5. I understand SCS will provide a digital device to complete work that I will be held responsible for.

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Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_