

SCOTT COUNTY PUBLIC SCHOOLS

Elementary Virtual Academy Handbook


2020-2021

Parent Q & A

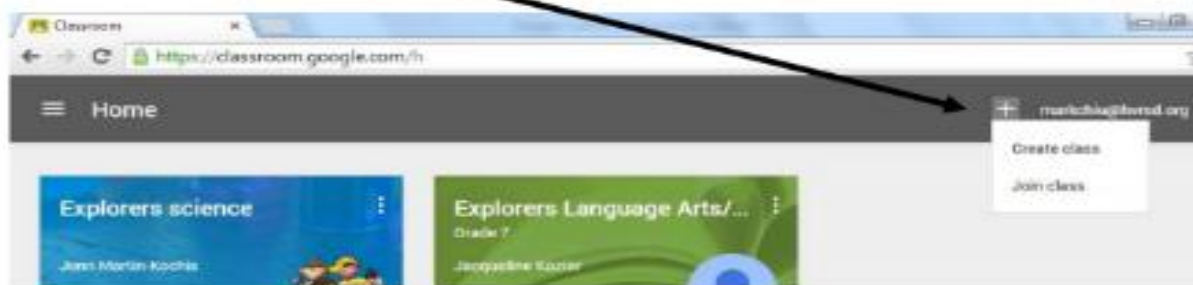
How does our elementary virtual program work? A virtual schedule by the teacher is created that closely mirrors the normal classroom, but it is not the entire normal classroom time period. This schedule will be given the first time you log into the classroom using the Chromebook.

How do we receive the Chromebook and textbooks? The normally attended school will have these materials ready for pick up on Wednesday, August 19 and Thursday, August 20 from 9am – 12pm. Parents must sign and pay the \$25 Chromebook fee at this time. You will receive a handbook of information at this time.

How do we find the virtual classroom?

1. When you open the Chromebook for the first time, the child will enter his/her assigned USERNAME and PASSWORD. This is taped to the Chromebook when you initially pick it up.
2. Find, at the bottom of the screen, the green chalkboard icon.  This icon will open Google Classroom. Classroom

3. Once you are logged in and on the classroom.google.com site, click the "+" in the top right hand side of the screen.
4. Select "Join Class".



5. Enter the class code(s).



6. The classrooms that you are now joined to will now be one screen. The next time you use classroom.google.com, this will be the "home screen".



What is our Class Code?

GRADE	TEACHER	CODE
Kindergarten	Ms. Castle	██████
Kindergarten	Ms. Lucas	██████
1 st Grade Math	Ms. Blackwell	██████
1 st Grade Reading	Ms. Stapleton	██████
2 nd Grade Reading	Ms. Arrington	██████
2 nd Grade Math	Ms. Collins	██████
3 rd Grade Math	Ms. McKinney	██████
3 rd Grade Reading	Ms. Gilmer	██████
		Code has been blacked out for website posting – contact 276-386-6118 for code

What will each day look like for my child?

- **The child should log into Google Classroom and follow the schedule provided.**
 - **View the recorded instruction** - This is the heart of the learning for the students and where the teacher delivers instruction. This includes lecture, supplemental video clips, Google Slide presentations, PDF reviews, etc.
 - **At the assigned times, join the Google Meet** -There are scheduled times during the day Monday, Tuesday, Thursday, and Friday for students to interact LIVE with the classroom teachers and other virtual learners. These are critical times for whole group discussions, remediation, questions, etc. Please make every effort to join in on these!! Wednesdays will not have Google Meet time.
 - **Assignments** - There will assignments for students to complete and return for a grade using a folder provided.

How will the children receive and return paper packets of schoolwork?

Parents are responsible for picking up a folder WEEKLY on Wednesdays at the normally attended school, along with the free meals provided by the school system. When parents pick up the packet & meals, drop off the folder of returned assignments.

What is the colored folder?

Each virtual grade level has colored folders for sending and returning materials. We ask parents to always use this folder, it is vital for communication. If the folder is lost, it is the responsibility of the parent to replace it with the exact same color. One will be dropped off when the next one is picked up.

<u>GRADE</u>	<u>FOLDER COLOR</u>
Kindergarten	RED
First	ORANGE
Second	YELLOW
Third	GREEN
Fourth	BLUE
Fifth	PURPLE

How do I contact my child's teacher?

A teacher will contact you and provide their email address and other means to contact him/her. Teachers are at Fort Blackmore Primary School – 276-995-2471. Keep in mind there is no one assigned to answer this line and parents should use the contact info provided by the teacher.

Expectations

Students

- Participate in daily Google Classroom learning lessons as described in this packet.
- Are actively engaged in the learning environment and content by staying on track with assignment completion and deadlines.
- Report any technical issues through the Tech Helpline (see Technology section of this guide) as soon as the issue arises.
- Conduct positive online interactions with classmates and teachers.

Parents/Guardians

- Plan and maintain a learning schedule for their child.
- Set up a dedicated learning space in the home.
- Maintain open lines of communication by phone and email with teachers.
- Support academic integrity by appropriately helping their child with assignments or projects.
- Ensure their child is submitting assignments on time as directed by the teacher.
- Communicate any issues or questions directly to the teacher by phone or email.
- Pick up paper packets and reserved meals at a school site.

Virtual Academy Teacher

- Communicate with students and parents
- Design and implement instruction.
- Communicate lesson and learning outcomes.
- Provide feedback to assigned student work.
- Assign grades to student work.
- Take attendance and request meal participation reservations.

Academics

Grades K-5 instruction and assignments will be provided by teachers for students using Google Classroom. The teacher assigned to your child's virtual classroom will provide an orientation for you and your child prior to August 21st.

Students are required to log into their Google Classroom and complete 5 days of instruction each week. This will contain self-paced assignments, recorded instruction, and live sessions scheduled Monday, Tuesday, Thursday, and Friday. Teachers will provide a schedule for students, including scheduled times between 8am – 3pm for live interaction and remediation.

Daily, live interactive times are for clarification of assignments, read aloud time, additional instruction, and talk time. We understand students may not always have access to internet during the traditional school hours and will complete many assignments in the afternoon and on weekends. However, teachers will only be available for the 8am – 2pm M/T and Th/F schedule.

All learning activities and materials will be aligned to the Virginia Standards of learning. Virtual learning teachers are properly certified and licensed in their assigned subject and grade levels. Each teacher is available to students via email, virtual platform, or during on-site appointment times.

Academic Honesty Policy

SCPS insists on strict standards of academic honesty in all courses. Academic honesty applies to all students in all classes (traditional and virtual learning).

Attendance Requirements and Verification

While many of the assignments do not require live attendance, it is imperative the student interact with the teacher and participate in as many live interactive sessions. Children need face to face time with their teacher and peers. Teachers need face to face time with students for developing reading skills, handwriting, etc.

Again, we understand students may not always have access to internet during the traditional school hours and will complete many assignments in the afternoon and on weekends. However, teachers will only be available for the 8am – 2pm M/T and Th/F schedule.

Grades K-5 attendance expectation accountability includes the following:

- Teacher phone contact with the student
- Teacher phone contact with a parent or guardian
- Virtual instruction participation
- Student work completion
- Other virtual formats initiated through the school system

Academic Support

Parents play a vital role in their child's virtual education. Parental support and encouragement are critical for students working in online courses. Parents shall ensure access to the necessary technology to support digital learning. Monitoring of a student's progress will be a key component to student success and should occur at regular intervals during the day and week.

Student/Parent Support and Guidelines for Special Services

Delivery of virtual instruction may look different depending on grade, content, and specific needs of the student. Families of students who have an active IEP or 504 should work with their assigned teacher, the traditional school assigned principal. An IEP meeting will be scheduled for the IEP team to discuss what services can be provided and how those services will be provided for the student. Services will be determined by the IEP team to accommodate the specific learning needs of each student and will be provided following the IEP to the maximum extent possible. IEP meetings may be held via teleconference or video conference.

Academics

Academic support services such as tutoring may be available on select days via video or in-person at the student's traditionally assigned school site. Parents should consult with their child's virtual learning teacher to learn more about available services. A math and a reading specialist are both available for scheduled times with students.

Meals

Scott County Public Schools will be a CEP Division for 2020-2021, meaning every school age child eats FREE.

Every student who is learning at home may participate in our free breakfast and lunch services. Meals (5 breakfast and 5 lunch) will be available for pick up one day a week. Schedule will be coordinated with the virtual assigned teacher.

Technology Device and Internet Accessibility

Chromebooks will be available for all students participating in the SCPS virtual learning option. If a family-owned device is available in the home, parents may choose to use that home device; however, the district technology staff will be unable to provide technical support for home devices. A schedule for device pick-up will be created.

Responsible Internet Use and Digital Citizenship

The use of the internet must be in support of education and research and consistent with the educational objectives of the school system. The 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.

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 any way to disrupt the work of others.
- All communications and information accessible via the network should be assumed to be private property.
- Users may not quote personal communications without the author's consent.

Homeless

The SCPS Homeless Education Program will continue to provide services to identified homeless students. Services will be provided virtually via phone calls, emails, and online meetings. If you need assistance related to homeless services, please contact our homeless liaison Angie Vermillion at 276-386-6118.

School Counseling

School counselors at each school will regularly schedule check-ins with students learning at home under the virtual learning option.

School Library SCPS places an emphasis on literacy and students' access to reading materials tailored to individual interests. Please reach out to your school to check out library books. Pick-up instructions will be provided

Back to Classroom Transfer Requests

Due to Virginia's requirements for class sizes, the grades K-5 virtual learning option asks families to enroll for 1 semester. Any special requests for a change outside of this timeframe will be reviewed on a case-by-case basis. All special requests to change learning pathways will need to be made in writing to the Elementary Supervisor, Tammy Quillen tammy.quillen@scottsschools.com 276-386-6118 extension 122

Virtual Learner Withdrawal from SCPS

Parents of virtual learners who wish to withdraw their student from SCPS for any reason should contact the student's traditionally assigned school's main office. All obligations such as turning in books, technology devices, paying fees and/or fines, etc., must be taken care of before withdrawing to another school. Student's records will not be forwarded until all obligations are cleared.