

TATUM MIDDLE SCHOOL



VIRTUAL ACADEMY HANDBOOK 2020-2021

INTRODUCTION:

Tatum ISD has been busy planning for the safe return to school and what it will look like and feel like for our students, staff, and families. Ensuring the health and safety of our school community continues to be our priority as we plan for the 2020-21 school year. With this in mind, the TMS Leadership Team is reviewing possible structures for the reopening of schools. Our work is informed by guidance from federal, state and local entities.

We are committed to ensuring the health and safety for all so that we do not contribute to the number of new COVID-19 cases. As we plan, we are committed to our guiding principles:

- Maintain the health, wellness, and safety of the entire school community
 - Flexibility for our most at-risk students, staff, and families
 - Compliance with social distancing recommendations and PPE as required
 - Preparedness for responding to local, state, and federal orders
- Commitment to developing equitable and innovative re-opening approaches that meet the academic and social-emotional needs of all students
- Support for all staff to adapt and respond to the instructional and operational needs of all stakeholders
- Sustain open communication with the Tatum community

Academic Calendar:

We will begin the school year on August 27th, 2020 as is shown on our board-approved district calendar for the 2020-21 school year. We currently have no plans to alter breaks or extend the year. If we need to suspend classes due to health and safety conditions, teaching and learning will continue online. For the most updated information, please refer to our [COVID-19 webpage](#).

We are looking forward to welcoming our students on the first day of school!

LEARNING MODEL OPTIONS:

We are committed to ensuring that all students receive the support and services needed. We understand the importance of choice for families during these unprecedented times. As a result, this year, families will be able to choose how their children will learn. TMS is offering our traditional on campus face to face instruction, as well as including the option of 100% at-home distance learning. No matter what your family chooses, there is a place for every student at Tatum Middle School. We will offer robust and engaging instruction in a variety of ways.

- **100% On Campus Face to Face Instruction**
 - Learning occurs when the teacher and the student meet physically in a classroom for a set time for whole-group lessons, small-group lessons, guided practice, and independent practice with social distancing and health and safety measures in place.
- **100% Asynchronous Instruction -**
 - Learning that occurs when the learner and teacher are separated by distance. The student receives instructions for learning and completes their assignments at their own pace. (Does not require all participants to be virtually present at the same time.)
 - Examples: Self-paced online courses with intermittent teacher instruction, preassigned work with formative assessments on paper or in Google Classroom, watching pre-recorded videos of instruction with guided support, must cover the required curriculum per TEC, §28.002.

ASYNCHRONOUS MODEL--AT-HOME VIRTUAL LEARNING

The virtual learning model for 6th-8th grade will occur Monday-Friday, via Google Classroom. Asynchronous learning may include:

- Activities designed to ensure that students continue learning at the pace of the current Tatum ISD scope and sequence.
- Optional live interactive time with teachers participating at a scheduled time.
- Self-paced online courses. This type of instruction may include various forms of digital and online learning, such as prerecorded video lessons and activities, pre-assigned work and formative assessments that students complete on their own.
- Will require support from adults at home and within the online classroom environment.
- District grading guidelines **will be** aligned to those attending on campus instruction.
- Students who have chosen virtual learning **may be asked** to come to the home campus to complete a required assessment that can not be reasonably completed virtually.

TMS ONLINE VIRTUAL ACADEMY EXPECTATIONS:

- **STUDENTS WILL...**
 - Access lessons for all classes
 - Show daily progress, engage in, and complete lessons / learning / assessments as directed by teachers
 - Ensure they set up a remote workspace and/or calendar to help manage their time
 - Contact teachers with questions about activities and assignments
 - Submit assignments within a timely manner
- **PARENTS/GUARDIANS WILL...**
 - Monitor and/or review lessons with their children
 - Ensure students set up a remote workspace and/or calendar to help manage their time
 - Always communicate issues or questions with the teacher first
 - If an issue cannot be resolved at the teacher level, then contact the principal
 - Report student illnesses following our school illness policy
 - Support students with remote learning as needed
- **TEACHERS WILL...**
 - Plan and provide remote learning materials, lessons, and assignments for all courses
 - Assess students as needed and maintain records of these assessments
 - Hold virtual “office hours” to offer assistance and answer questions of all students by being available to parents and students .
 - Reach out to each student/family at least once a week to answer any questions via telephone, email, or one-on-one video conference
 - Maintain open communication with administration and families
- **ADMINISTRATION WILL...**
 - Oversee the daily operations of remote learning
 - Provide communication and guidance as needed
 - Maintain open lines of communication
 - Serve as liaison between teachers and families

Student Access

Students will access assignments, including assessments, projects, and communication through Google Classroom. Students are expected to show progress daily, by logging in and completing daily assignments in all their classes by 11:59 PM each day. Students will not be allowed to complete all of their assignments on one given day. Assignments are to be submitted daily for completion and credit for enrolled courses.

SCHEDULES:

Students will be assigned a schedule as if they are attending In Person classes. While they are in attendance in the Asynchronous Virtual Academy, the schedule will not matter. However for the ease of transitional purposes and support their Return to Learn In-Person Plan the schedule will remain consistent.

ALL STUDENTS

- Both in-person students and remote students will demonstrate mastery of concepts using traditional methods as well as assessments emphasizing application over memorization.
- Both in-person and virtual students will have the same expectations and experiences regarding the curriculum.
- Both the in-person and virtual learning experiences will provide the same expectations around coursework and grading.
- All students will abide by the TISD Student Code of Conduct, Student Handbook, and Acceptable Use Policy.
- ARD/IEP committees will determine the unique needs of students who have IEPs in making support and service recommendations for students attending school virtually. The nature of special education interventions will likely require a heavier concentration of synchronous supports and services to ensure individual student needs are met.

TUTORIALS:

Students in need of additional support or needing to speak with a teacher for any questions or concerns, please refer to your child's teacher's online conference hours.

INTERVENTION AND ENRICHMENT:

Intervention and enrichment time will be scheduled regularly for students to best meet their academic needs. Teachers will communicate with students their plan for the designated time.

ELECTIVES:

All students will have access to lessons for each of the classes listed on their schedule.

STUDENTS RECEIVING SPECIAL SERVICE AND ACCOMMODATIONS:

For students who are IEP-entitled, progress will be carefully monitored and ARD/504 Committees will convene and make appropriate recommendations to meet individual student needs to ensure continued growth in the educational curriculum and on IEP goals and objectives.

For students with disabilities, TISD special education teachers will work with general education teachers, students, and families to minimize barriers the student may experience in a remote setting. Our goal is to create multiple means of engagement through IEPs, 504 plans, IAPs to generate student interest and motivation for learning, represent the information and content differently by providing leveled and personalized learning, and provide more affirmative and corrective feedback.

ATTENDANCE:

Attendance for all TMS students will be taken daily for both in-person and on-line. The TEA attendance requirement states that no matter what grade a student earns in a class, the student must be in attendance at least 90% of the time that the class is offered. This 90% attendance rule is for all students, whether attending in-person or on-line. Compulsory attendance laws will apply to **all** students and failure to meet the 90% rule can result in the student being denied credit for the class. **ALL STUDENTS MUST LOG IN AND ENGAGE THEIR THIRD PERIOD GOOGLE CLASSROOM BY 9:30 AM IN ORDER TO BE COUNTED PRESENT FOR THE DAY.**

TMS students participating in our online virtual academy will frequently and consistently use the Google Classroom platform.

- Students will show progress participating in classroom discussions, online lessons, and the completion of assignments.
- Attendance will be collected through these methods of lesson delivery on a daily basis.
- Students will be expected to complete and turn in daily work to receive credit for the work by 11:59 PM unless otherwise directed by the instructor or other academic accommodations.

Teachers will arrange regular check-ins with students - either one-on-one, small or large groups settings.

SHOWING PROGRESS/ACTIVE ENGAGEMENT

Active engagement means a student is active in his/her coursework. The student is marked present in each course they are enrolled when the following items have been achieved.

- Completion of lessons- activities, assessments, projects on a daily basis
- Or daily contact with the teacher.
- **ALL STUDENTS MUST LOG IN AND ENGAGE THEIR THIRD PERIOD GOOGLE CLASSROOM BY 9:30 AM IN ORDER TO BE COUNTED PRESENT FOR THE DAY.**

A teacher or campus representative will input the student's attendance into TExIS based on the student's engagement. Course completion is based on demonstration of academic proficiency with passing grades equivalent of 70% or above on a 100 point scale. Virtual Academy learners will be held to the same academic standards as in person attendees.

GRADING:

The TISD grading policies for remote instruction are consistent with the District's grading policies for on-campus assignments.

- Please refer to [TMS Grading policy](#)

VISITORS TO CAMPUS

TISD will not allow normal visitation to our campuses. Only visitors with scheduled meetings or invited by the school at this time will be permitted to enter.

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building.

VISITOR SELF-SCREENING FORM /Self Declaration by Visitor

Visitors:

- No visitors except scheduled meetings or invited by school
- Visitors must stop in vestibule to complete Health Screening Form
- If any symptom is present the visitor will not be allowed
- All visitors must wear mask (provided by visitor)

Subcontractors:

- Non-student access (cafeteria delivery, maintenance, etc)
 - Must wear mask
 - Temperature check
- Student access (vending machine, copy machine, etc)

PARENT AND STUDENT SUPPORT

Distance learning during the spring was a major challenge for everyone. We also recognize that in many cases the disruption for families has been even greater. Our goal this year is to help parents best support their child learn how and when to intervene, and provide structure and balance in the home while providing instruction. We will maintain strong communication with the families of students in special populations, continuing to gather feedback and to support students and their families.

- TMS Virtual Academy Hotline (903) 947-0311 from 8:00 AM - 4:00 PM Monday through Friday
- TMS Virtual Academy Google Site to serve as 24hour resource
- Regular office hours 7:45-3:45
- Daily conference times

THINGS TO CONSIDER:

The primary tool for communication between teachers and families will be Google Classroom and email.

- Students will have both off- and on-screen learning activities designed to engage learners in experiences that connect to current curriculum.

TECHNOLOGY REQUIREMENTS:

- School Email
- Google Classroom
- Student email
- Internet
- Web Cam (Needed for zooms if video conferencing)

Learning from Home Lesson Plan for Students

- Students daily lessons for each class will be available in their Google Classroom.
- Please complete the tasks and send any required work back to relevant teachers as required.

We understand that Home Learning often takes much longer than synchronous face-to-face learning and that some children may take shorter or longer to complete tasks, therefore, please use the allocated timing as a guide only. The timing provided will include time to unpack the instructions, watch any tutorial videos provided by teachers (if applicable) and active engagement in the learning experiences themselves.

[TISD VIRTUAL ACADEMY HOME PAGE](#)