

FCPS  
Middle School  
Blended Virtual Program



Family Handbook  
2022-2023

[FCPS Calendar Handbook Link](#)  
[SY22-23 FCPS Blended Virtual Program Agreement](#)

[Teacher Video Links](#)

**[\\*\\*Schoology - Best Practices for Parents\\*\\*](#)**

**[Back to School Night Orientation Slides](#)**

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**[MSBVP Website Link](#)**

**[MSBVP Facebook](#)**

**[Morning Announcements: Daily @ 7:55 a.m.](#)**

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## Overview of the FCPS Virtual Program

The virtual program will follow the same FCPS academic calendar year set forth by the Board of Education of Frederick County. Live virtual classes will occur daily, Monday through Friday, with schedules aligned to FCPS traditional school schedules. Students enrolled in the virtual program will still have opportunities to participate in athletic and most extracurricular activities offered in their home school of attendance.

### *Definitions*

- Synchronous learning: remote learning that happens in real-time with the interaction between the teacher and students and occurs in a virtual classroom setting. This can also include assessments, office hours, meeting with teachers, guided discussions, teacher-led group discussions, etc.
- Asynchronous learning: learning that does not happen in real-time and is available to students when it best suits their time (or independent learning time). This can include digital platform instruction, pre-recorded video lessons, resources, assigned readings, independent practice, paper/pencil learning activities, rotation/center activities, and posted assignments.

## Assessments

Students in the virtual program are required to take all assessments as required by the teacher, Code of Maryland Regulations (COMAR), and/or FCPS systemic policies. Students will not always be permitted to take assessments virtually. For example, students will be required to participate in mandatory state assessments and national exams, such as AP exams, in person at their home school.

## Virtual Learner Attributes

A successful virtual learner should be self-motivated to organize their space and complete work in a timely manner. They need to advocate for themselves to seek answers and clarification. Virtual learners should have regular attendance and a willingness to collaborate with their teachers to engage in and access their learning.

- **Persistence** = Online students have to persevere when they encounter technical issues, when assignments and course content is not coming easily, or when they might begin to feel overwhelmed with their workload
- **Organization** = consider using a calendar, either printed or digital, to help keep track of assignments, assessments, and due dates. Keep a notebook for class notes, important reminders, or to-do lists. Organize your learning space so that you have the tools needed to readily access your learning.
- **Engagement** = Participate in class by keeping your camera on when required, closing any non-related tabs, answering questions (through chat or by unmuting), and engaging in class discussions when appropriate.



**R**espect

**O**ffer Compassion  
and Support

**A**ctively Listen & Learn

**R**esponsibility

Example of Schoology Setup

[Link to Schoology Page Set UP](#)

Student Supply List

[Link to Printable MSBVP Supply List](#)

**General Supplies**

- 2 multi-subject spiral notebooks (one per semester)
- Pencils/Pens

- Highlighters (2 or more different colors)
- Small dry erase board (9x12 or similar)
- Dry erase markers

**Math**

- Calculator (standard function: e.g., [LINK](#))
- XP Pen (highly recommended: [LINK](#))
- \* Algebra students will be loaned a graphing calculator.

**Science**

- Scissors
- Glue stick/masking tape



Student Expectations

<b>Respect</b>	<b>Offer Compassion &amp; Support</b>	<b>Actively Listen &amp; Learn</b>	<b>Responsibility</b>
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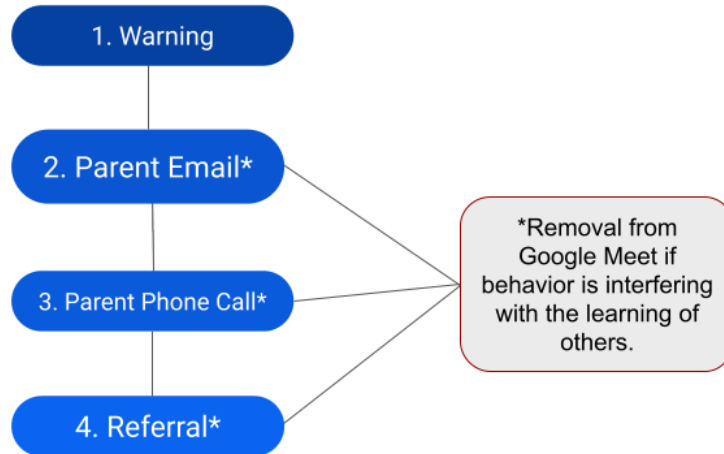
<ul style="list-style-type: none"> <li>- Students will follow the <a href="#">FCPS Regulation Number 400-18</a> on student use of electronic device(s).</li> <li>- Electronic devices with camera and recording functions may not be used to take or transfer any image or recording at any time on school premises without teacher permission.</li> <li>- Attend class on time daily</li> <li>- Be fully dressed and in an appropriate quiet space in your home (<i>laying on your bed or couch is not conducive to a positive learning environment.</i>)</li> <li>- Avoid distracting movements or actions, when the camera is on</li> </ul>	<ul style="list-style-type: none"> <li>- Collaborate with classmates in a positive and appropriate manner</li> <li>- Contact teachers and/or support staff if additional support or clarification is needed</li> <li>- Communicate with your teacher, school counselor, and caregivers if you lack the resources to engage in virtual learning and/or if you are feeling overwhelmed.</li> <li>- Have a quiet place to attend class</li> <li>- Consider putting a “live” sign on your door so that family members know that you are actively engaged in class</li> </ul>	<ul style="list-style-type: none"> <li>- Establish daily routines for learning</li> <li>- Some examples may include; Log into Schoology 10 minutes before your first class to check messages, updates, and due dates. Respond to any messages you may have received. Go to your Period 1 Schoology Page and prepare yourself for class (open links, assignments, etc.)</li> <li>- Actively engage in the lesson by; <ul style="list-style-type: none"> <li>- Camera on during google meet classes with face fully in view.</li> </ul> </li> <li>- Click <a href="#">here for a tutorial</a> on how to blur your background.</li> <li>- Participate in classroom conversations/discussions</li> <li>- Work independently when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>- Check schoology and messages daily</li> <li>- Follow all FCPS policies and procedures including the FCPS Code of Conduct</li> <li>- Have a reliable quality source of internet</li> <li>- Remain logged on during all instruction</li> <li>- Attend live in-person assessments</li> <li>- Complete and submit assignments</li> </ul>
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## Camera Expectations

Full engagement and learning requires cameras to be on with the student’s face fully visible while in google meets. MSBVP only permits students to turn off their cameras in extreme situations with a doctor or therapist note.

## Behavioral Interventions

# MSBYP Behavioral Interventions



## Student Virtual Classroom Trouble Connecting

- Recognize there may be occasional technological issues requiring patience
  - Inform teachers as soon as you are able to via Schoology Message
  - Contact our Program Teacher Specialist at 240-236-8963 or [kristina.ambrose@fpcs.org](mailto:kristina.ambrose@fpcs.org)
  - Call Main Office (240) - 236 - 8960 if you are unable to message teacher
  - [Students and families can use this Schoology Troubleshooting Guide](#)

## Google Meet Basics

- [Document Link](#)
  - Microphone, Camera, Log out toggle
  - Google Meet “Look Fors”

## [Resetting Student Password - Beginning of the Year Directions](#)

## Accessing Teachers, Counselors, and Administrators

Your teachers and staff are accessible through Schoology Message, email and/or phone. At the beginning of the semester, teachers will let you know what method is the best/fastest way to get a response. As always the FCPS Virtual Program administration expects teachers to respond to student/parent inquiries within one business day. If you are struggling to connect with a teacher, please reach out to the Counselor or Assistant Principal for help.

Teacher work hours are between 7:45am - 3:15pm, messages sent outside of work hours will be responded to during those hours by the next school day. If immediate assistance is needed for assignments, students can utilize the TutorMe program. Information on how to use TutorMe can be found through [this link](#).

Parents, guardians, and family members may not interact with teachers during any class session.

## Parent Learning Coach

- Provide a reliable, quality source of internet and equipment for your student to participate in the program
  - If parents/guardians are in need of assistance, they should contact the Administrators about possible solutions as soon as possible.
- Build a schedule and create structure and consistency for your child's day – include time for meals, physical activity & down time.
- Ensure students attend scheduled classes and tutoring sessions regularly
- Ensure students are physically present for mandatory state and local testing
- Encourage hard work and perseverance
- Ensure a designated space is available for learning
- Communicate with teachers
- Check students progress and review student assignments and attendance on Schoology on a regular and consistent basis
- Contact the school if your child is sick and unable to attend
- Encourage students to stay in touch with friends

## Parent - Schoology Updates - “Email Digest”

Parents/Guardians can sign up for email updates from student courses by following the directions [linked here](#).

The **Parent Email Digest** contains:

- The date range for which information is displayed.
- Each of your children's names at the top of the email summary.
- A summary of each course for the child, including:
  - The child's current grading period grade for each course.
  - A summary of marked attendance (late, absent, excused).
- Overdue Submissions, including:
  - How many days the item is past due.
  - The assignment, test/quiz, or discussion title.



# What to Expect From Teachers

The Virtual program will provide students with live instruction from teachers at scheduled times throughout the week. The Virtual Program teachers are committed to meeting the following expectations for instruction, availability, and communication-Schoology Set Up to best serve students.

## Policies / Procedures

### Attendance

It is the expectation that students maintain regular attendance by attending scheduled synchronous instruction virtually Monday through Friday following a set schedule.

**Students will be required to attend all synchronous learning sessions five days per week** in the FCPS Virtual Program. Students will be expected to follow the same time and attendance requirements as outlined in the [FCPS Regulation 400-98: Student Attendance](#). Attendance will be taken each day and each period to determine daily attendance. Students who miss a class or a full day will be required to follow the same required process for documentation of excused and unexcused absences. To maintain enrollment in the FCPS Virtual Program, students will be required to meet all program requirements and demonstrate successful completion of coursework. Additional details are as follows:

- Students enrolled in the FCPS Virtual Program must commit to a semester in the program. Exceptions will be made at the discretion of the administrators of the FCPS Virtual Program in consultation with the principal of the student's home school. Short-term placements for students placed in a Home and Hospital setting may also occur.
- The FCPS Virtual Program will follow the existing policy and procedures for any out-of-state transfers and home school students who wish to enroll.
- Students must reside in Frederick County to be eligible for the FCPS Virtual Program, unless otherwise permitted by COMAR. Placement tests will occur for students who are entering FCPS out of district/state according to local policy and practice.
- To remain eligible for the program, students must maintain regular attendance and an academic trajectory for promotion to the next grade. Students who do not maintain satisfactory attendance and academic progress in both of those areas will have their placement reviewed.
- Attendance is defined as arriving to Google Meets on time and being visible in the camera for the duration of the period.

- Parents and students may be required to have an in-person conference before enrollment into the program to determine the potential for success.

### Process for documentation of absence:

- Parents can email [Ronda.Moss@fcps.org](mailto:Ronda.Moss@fcps.org) with absence notes.
- Families will be contacted by email from MSBVP for the first absence, second and subsequent contact will be made via telephone.

### Attendance in Schoology

New this school year, students can check attendance in schoology. The following [link](#) will provide details on how to find the attendance feature in Schoology.

### Attendance Calls from One Call Now

Beginning on September 1st, the person designated as your child's parent/guardians, will receive One Call Now messages if your child has been marked absent in the morning for that school day. This call is automated and it is possible that if a child enters school later in the day the call could occur in error. Since this service is new, it is also possible that our staff could make errors as we fully integrate this into our practice.

As always please feel free to call our front office if you feel you have received a phone call in error.

If you wish to opt out of this or any of the One Call Now calls you receive, feel free to listen to the message through to the end for directions to opt out. Please know by opting out of this service, you will decrease the school's engagement efforts to provide important student and school information with you. In case of a crisis, FCPS does utilize One Call Now to communicate with families and opting out impedes your text messaging from occurring.

### Grading Guidelines/Requirements

- The courses in the virtual program will be assessed via the same guidelines as outlined in the FCPS [Regulation Number 400-98](#). This includes any mid-term and final exams as well as any state-wide assessments required to be completed by the student.
- Missing / Late Work
  - A score of 50% will be entered into the gradebook when a teacher is communicating that an assignment has not been completed.
  - A score of 55% will be entered into the gradebook when a teacher is communicating that an assignment was completed, but earned a score that was lower than a 55%.
  - Students may re-do and submit assignments up until one week before the end of the term

- Students can monitor grades in Schoology by clicking on the “Grades” button on the left hand side of their Schoology classroom. Click [this link](#) for an example.

## FCPS Policies and Regulations

Students who are enrolled in the virtual program are required to follow and adhere to all FCPS policies and regulations, including policies/regulations on data privacy, discipline, dress code, school supplies/materials, and use of digital technology. A copy of all FCPS policies and regulations can be found at [FCPS Policies and Regulations](#).

In addition, it is important to note that:

- Parents/guardians/caregivers and students may not record, duplicate, and/or share/post any portion of a student’s virtual instruction session.
- Parents/guardians/caregivers and students must not share passwords or provide access to FCPS online services to anyone.

## Daily Rotation Calendar

[MSBVP Calendar Rotation - A Day and B Day Document Link](#)

## Bell Schedules

[Printable Bell Schedule Link](#)

<b>A Day</b>	<b>B Day</b>
<b>Period 1:</b> 8:00-9:15	<b>Period 2:</b> 8:00-9:15
<b>Period 3:</b> 9:20-10:35	<b>Period 4:</b> 9:20-10:35
<b>Period 5:</b> 10:40-11:55	<b>Period 6:</b> 10:40-11:55
<b>Lunch:</b> 12:00-12:30	<b>Lunch:</b> 12:00-12:30
<b>Period 7:</b> 12:35-1:50	<b>Co-curricular</b> 12:35-1:10
<b>Power Block 1:</b> 1:55-2:25	<b>Power Block 1:</b> 1:15-1:45
<b>Power Block 2:</b> 2:30-3:00	<b>Power Block 2:</b> 1:50-2:20
	<b>Power Block 3:</b> 2:25-3:00

*\*Each morning we will have live stream announcements for MSBVP, link provided by your first period teacher.*

## Alternative Bell Schedules

[2-Hour Delay, 2-Hour Early Dismissal, 3.5 Hour Early Dismissal, 4 Hour Delay Schedules Doc.](#)

## [Teacher Google Meet Links](#)

2 Hour Early Dismissal		2 Hour Early Dismissal	
A Day		B Day	
Period 1	8:00 - 9:02 AM	Period 2	8:00 - 9:04 AM
Period 3	9:07 - 10:10 AM	Period 4	9:09 - 10:12 AM
Period 5	10:15 - 11:17 AM	Period 6	10:17 - 11:21 AM
Lunch	11:22 - 11:52 AM	Lunch	11:26 - 11:56 AM
Period 7	11:57 AM - 1:00 PM	Power Block 1	12:01 - 12:28 PM
		Power Block 2	12:32 - 1:00 PM
2 Hour Delay		2 Hour Delay	
A Day		B Day	
Period 1	10:00 - 11:02 AM	Period 2	10:00 - 11:04 AM
Period 3	11:07 AM - 12:09 PM	Period 4	11:09 AM - 12:13 PM
Lunch	12:14 - 12:44 PM	Lunch	12:18 - 12:48 PM
Period 5	12:49 - 1:52 PM	Period 6	12:53 - 1:56 PM
Period 7	1:57 - 3:00 PM	Power Block 1	2:01 - 2:28
		Power Block 2	2:33 - 3:00
4 Hour Delay		4 Hour Delay	
A Day		B Day	
Period 1	12:00 - 12:34 PM	Period 2	12:00 - 12:35 PM
Lunch	12:37 - 1:07 PM	Lunch	12:38 - 1:08 PM
Period 3	1:10 - 1:45 PM	Period 4	1:11 - 1:46 PM
Period 5	1:48 - 2:22 PM	Period 6	1:49 - 2:24 PM
Period 7	2:25 - 3:00 PM	Power Block 1	2:27 - 3:00 PM
3.5 Hour Early Dismissal		3.5 Hour Early Dismissal	
A Day		B Day	
Period 1	8:00 - 8:42 AM	Period 2	8:00 - 8:46 AM
Period 3	8:45 - 9:27 AM	Period 4	8:49 - 9:35 AM
Period 5	9:30 - 10:12 AM	Period 6	9:38 - 10:24 AM
Period 7	10:15 - 10:57 AM	Power Block 1	10:27 - 10:57 AM
Lunch	11:00 - 11:30 AM	Lunch	11:00 - 11:30 AM

(click image to enlarge)

## BV News Link

<https://stream.meet.google.com/stream/88c5b626-4d1a-4e00-9a2d-2ce38b27bc87>

## Student Agenda and Schedule Templates

(The link will force a copy of the template for students to add their schedule from Schoology)

- [22-23 MSBVP Schedule Template](#)

## Co-Curricular

Social Emotional Learning lessons and other schoolwide lessons will be delivered on “B Days” during Co-Curricular time unless otherwise stated during the BV news. Students must attend co-curricular class every B Day.

## Power Blocks

“Power Blocks” are designed to allow added daily student support in the afternoon. These half-hour blocks will be used for tutoring, extensions, and office hours. In the last period of the day, teachers will inform students if they are scheduled for required tutoring time. Students who are not scheduled can check Schoology for teachers’ office hours to ‘jump in’ to a meet and get extra help, answers to questions, or a place to work on homework with support. Students will be told where to go for Power Blocks in the last period of the day.

## TutorMe

For our Grade 6-12 students, TutorMe is a free online education platform that provides on demand tutoring. TutorMe gives students access to tutors 24 hours a day, 7 days a week. The tutors have access to whiteboard, audio/video chat, screen-sharing, graphing calculators, and more, ready to help students.

TutorMe is a revolutionary online education platform that provides on-demand tutoring and online courses. Our platform enables thousands of tutors to share their knowledge with students around the globe. Whether your students need help with high school algebra or you want to learn how to program in Python, TutorMe has a perfect tutor for you. Want to learn more? Click on the link for our [TutorMe Hub Page](#).  
[TutorMe Support Guide Link](#)

## Student Connections to Home-School

Students will still have the opportunity to participate in the athletic and most extracurricular activities offered in their home school of attendance. While staff will plan meaningful opportunities for students to build relationships and connections with students and staff in the FCPS Virtual Program, they will also find natural opportunities to maintain connections with their home school. Considerations include opportunities for counseling support, extended learning opportunities or tutoring, opportunities for in person orientation sessions, conferences, etc. Administrators in both program and home school will collaborate and coordinate opportunities as identified.

## Moving

Families who move to a new middle school feeder area are required to enroll in the new local middle school. All student records are housed in home middle schools, and required state testing is conducted there. Moving to a new FCPS middle school does not impact your continued enrollment in the MSBVP.

## Find Out First

MSBVP and FCPS uses FindOutFirst to send important emails from the district and your child's school. You may add a phone number for text messages, sent only when a school is unexpectedly closing from the district. Be sure your school, grade level and news options are updated for the school year: [www.fcps.org/fof](http://www.fcps.org/fof)

## Social Events / Extracurricular Activities

We will use our morning News program at 7:55AM and Find Out First announcements to keep students and families informed about activities occurring through the MSBVP and Home Schools.

## Academic Integrity

Plagiarism is the unauthorized use of another person's work or talents or providing one's own work to another for an unauthorized purpose. Student work submitted is the student's own work and it is not done by or aided by others. Any grades or credit earned by those involved in such action will be disallowed. Consequences and/or disciplinary action will be issued to students who engage in plagiarism and/or academic dishonesty. Students will receive lessons specifically geared toward the virtual classroom.

*Examples (including but not limited to); copying and pasting work from other students, past work, and websites.*

## Clothing Expectations - [Policy 439](#)

As it pertains to the online environment and in school for assessments and other activities students will be expected to follow the FCPS clothes expectations.

## Resources

### **Middle School Access Point: Media Services**

FCPS students are encouraged to access the public library using their [Student Success card](#). The Student Success Card is **Login:** 119829 **StudentID#** **Password:** student

Frederick County Public Library (FCPL) has provided many resources for students. FCPL has also changed the checkout limit on many resources because of COVID-19. FCPL has also made it possible for people to register for a temporary library card to access most digital products. Please note that there are some differences between a regular library card and a Student Success card and you can read about the differences on the FCPL website. [Click here for additional library resources.](#)

## Schoology Problem Solving and Technology Troubleshooting

- FCPS has put together a [document for Schoology problem solving.](#)
- [Schoology Help Center](#)
- Continued technology issues can be reported to your classroom teacher.
- If it is an issue with the chromebook device, contact your home-school user support specialist.
- FCPS is unable to service personal devices.

## Parent Schoology Resources and Sign Up

Parents can sign up to view multiple students in Schoology. Refer to this [Linked Guide](#) on how to set up an account.

Other helpful resources for parents:

- [Schoology Parent Experience](#)
- [Schoology Parent Help Center](#)
- [FCPS Schoology Informational Webpage](#)
- [Creating a Parent Account Youtube Video](#)
- [Parent Connectivity and Support Presentation](#)

## Interim / Report Cards

Each student will receive four computerized interim reports (*interims with D's and F's will be mailed*) and four mailed report cards. Reports are online via Schoology and are available on the appropriate dates listed in the Frederick County Calendar Handbook. Parents may obtain further information by contacting their child's teacher, the counselor or checking grades on-line. If requested, the counselor will schedule a parent-teacher conference. ***Please keep your address current by providing documentation to our counselor at [Christine.Akagi@fcps.org](mailto:Christine.Akagi@fcps.org).***

## Additional Help

**Child Protective Services (CPS)**, 301-600-2464. To get help for physical, sexual, emotional abuse or neglect.

**Crisis Services:** Dial 211. To get help when you feel really anxious or really depressed and need someone to talk with so you can stay safe.

**Maryland Anonymous Trip Line**, 1-833-632-7233. To report threats or situations that put your safety, or others' safety, at risk.

**Suicide Prevention Hotline**, 1-800-273-8255. To get help if you are thinking about suicide.

## [MSBVP Supply List 2022-2023](#)

## Traveling Outside the United States

If students are traveling outside of the United States and planning on accessing Schoology, the following linked document will provide information on how to prepare prior to traveling. [How to Connect to Schoology Outside the U.S.A.](#)